



LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

Meeting to be held in Wellington House, 40-50 Wellington Street, Leeds, LS1 2DE. on
Wednesday, 7th March, 2018 at 10.30 am

MEMBERSHIP

Susan Hinchcliffe - City of Bradford MDC
Tim Swift (Chair) - Calderdale MBC
Richard Cooper - Harrogate Borough Council
David Sheard - Kirklees Metropolitan Council
Judith Blake CBE - Leeds City Council
Peter Box CBE - City of Wakefield MDC
Andrew Waller - City of York Council

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEAL AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF PRESS AND PUBLIC</p> <p>To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

4

APOLOGIES FOR ABSENCE

To receive apologies for absence (If any)

5

DECLARATIONS OF INTEREST

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13 -18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19 - 20 of the Members' Code of Conduct.

6

MINUTES OF THE PREVIOUS MEETING

To approve as a correct record, the minutes of the previous meeting held on 30th November 2017.

(Copy attached)

1 - 4

7

MATTER ARISING FROM THE MINUTES

To consider any matters arising from the minutes (If any)

**LEEDS CITY REGION BUSINESS RATES POOL
PROGRESS REPORT**

To consider a report by the Chief Officer, Financial Services, Leeds City Council, which provides progress on the Leeds City Region Business Rates Pool, in particular;

- a) Latest income projections for the LCR Pool 2017-18: projected levies for 2017-18 are £3.61m, £66k higher than reported on 30th November 2017;
- b) the LCR Pool 100% retention pilot 2018-19;
- c) current spending commitments for 2017-18 and 2018-19
- d) estimated funds available as a result of the business rates pilot in 2018-19;
- e) bids received against the remaining allocation of funds for the 2018-19 Tour de Yorkshire;
- f) an update on the financial arrangements with Screen Yorkshire; an update on the financial arrangements with Welcome to Yorkshire (WTY), with confirmation that the third instalment of grant in 2017-18 is now payable;
- g) confirmation that all member authorities wish the current pooling arrangements to continue in 2018/19.

(Report attached)

9

**UPDATED ASSESSMENT OF PROPOSALS
FROM CALL FOR PROJECTS PROCESS,
AUTUMN 2017**

17 -
24

To consider a report by the Head of European Structural and Investment Funds, and Future Funding Policy, West Yorkshire Combined Authority/ Leeds City Region Enterprise Partnership (the LEP) which provides:

- a) An update on proposals submitted as part of the call for projects in autumn 2017
- b) An update position based on the new funding allocation for the Pool for 2018/19
- c) Recommendations regarding next steps for the proposals

(Report attached)

10

**BUSINESS RATE POOL (BRP) PROSPECTUS
2018**

25 -
60

To consider a report by the Head of European Structural and Investment Funds, and Future Funding Policy, West Yorkshire Combined Authority/ Leeds City Region Enterprise Partnership (the LEP) which provides:

- a) A summary of progress made in the development of a BRP Prospectus for 2018
- b) A draft Prospectus for consideration and approval (Appendix 1)

(Report attached)

11

ANY OTHER BUSINESS

To consider any other business (If any)

12

DATE AND TIME OF NEXT MEETING

To determine a date and time for the next meeting of the Joint Committee (If considered necessary)

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LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

THURSDAY, 30TH NOVEMBER, 2017

Present: Councillor T Swift (Calderdale MBC) - Chair
Councillor S Hinchcliffe (City of Bradford MDC), Councillor D Sheard (Kirklees MC), Councillor P Box (Wakefield MDC) and Councillor J Blake (Leeds City Council)

In Attendance: K England (City of Bradford MDC), J Gedman (Kirklees MC), M McRae (Calderdale MBC), R Tuddenham (Calderdale MBC), P Akhtar (Bradford Council), E Campbell (WYCA), B Still (WYCA), D Meeson (LCC) N Eastwood (LCC) and J Grieve (LCC),

11 APPEAL AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

12 LATE ITEMS

There were no late items of business

13 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public due to the confidential nature of the business to be transacted.

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Carr and Councillor R Cooper.

15 DECLARATIONS OF INTEREST

There were no declarations of any disclosable pecuniary interests.

16 MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the minutes of the previous meeting held on 1st June 2017 were approved as a true and correct record.

17 MATTER ARISING FROM THE MINUTES

There were no issues raised under matters arising.

18 LEEDS CITY REGION BUSINESS RATES POOL PROGRESS REPORT

Draft minutes to be approved at the meeting
to be held on Date Not Specified

The Chief Officer – Financial Services, Leeds City Council submitted a report which provided progress on the Leeds City Region Business Rates Pool, in particular;

- a) an update on business rates retention reform and the pool's application to pilot 100% retention in 2018-19;
- b) revised income projections for the LCR Pool: final levies for 2016-17 are £3.65m, £400k lower than reported on 1st June 2017;
- c) current spending commitments for 2017-18 and 2018-19;
- d) the proposed Grant Agreement to enable release of funds to Screen Yorkshire;
- e) the recommended funding envelope for spending proposals received during the summer call window;
- f) a brief update on the financial arrangements with Welcome to Yorkshire (WTY), with confirmation of payment of the second instalment of grant in 2017-18;
- g) confirmation that all member authorities have confirmed that they wish the current pooling arrangements to continue in 2018/19 if the application to pilot 100% retention is not successful.

Reference was made to the recent announcement by the European Commission that UK cities may no longer be eligible to participate in the Capital of Culture 2023 competition. It was noted that this Committee had previously allocated funding to support the Leeds bid.

In providing an update Councillor J Blake said officials from the Department for Digital, Media and Sport (DCMS) were in discussions with the Commission to clarify the position for UK cities.

The Chair suggested that for now, the funds remain allocated.

Referring to paragraph f above, and the financial arrangements with Welcome to Yorkshire. Members were supportive of the proposal to approve the second instalment of grant in 2017-18, but in doing so requested the Chief Executive, Leeds City Council to take forward discussions with WtY on the future funding arrangements.

RESOLVED –

- a) to note the potential impact of future business rates reform, particularly that the Pool has applied to pilot 100% business rate retention in 2018-19, as referred to in paragraph 2;
- b) to note the final levies for 2016-17 as set out in paragraph 3.1;
- c) to approve the allocation of funding in 2018-19 as set out in paragraph 4, (including £400k indicative allocation for Tour de Yorkshire 2018), as discussed in paragraph 4.8;

- d) to authorise Leeds City Council to sign the Screen Yorkshire Grant Agreement, referred to in paragraph 4.9;
- e) to note that the Pool has agreed new processes for the identification and evaluation of funding opportunities, discussed in detail at Item No.9 on the agenda, and to note the recommendation that the funding envelope for new spending proposals should not exceed £2m over the two years 2018-19 and 2019-20, as detailed in paragraph 5.5;
- f) to note the position in relation to funding for Welcome to Yorkshire as set out in paragraph 6 and to agree the pool would continue to fund WtY after the existing arrangements end (the Chief Executive, Leeds City Council to take forward discussions with WtY on the future funding arrangements)
- g) to note that all member authorities had confirmed that they wish the current pooling arrangements to continue in 2018/19 if the application to pilot 100% retention was not successful, as referred to in paragraph 7.

19 SUMMER CALL WINDOW AND ASSESSMENT OF PROPOSALS

The Policy Manager – Private Sector Growth, West Yorkshire Combined Authority submitted a report which set out:

- a) The context to the summer call window and how the pool had previously been positioned relative to other city region funding streams;
- b) Those proposals put forward during the August/September call window for the Leeds City Region (LCR) Business Rates Pool;
- c) Whether proposals meet the Pool’s criteria; and,
- d) To note that the Pool’s funding window for 2018/19 was likely to be oversubscribed and that officers work with partners ahead of the Pool’s new year meeting to put forward a more strategic and multi-year view of the pool’s resources in the context of other city region funding streams.

In the discussion that followed Members suggested that officers re-work into the recommendations for a “fundable programme” with a focus on schemes which would benefit the whole area

It was also suggested that clarification be sought from Kirklees Council as to whether they had any bids for consideration as part of this call window

RESOLVED -

- a) to task officers to put forward to the Pool's new year meeting a strategic and multi-year view of the pool's resources in the context of other city region funding streams;
- b) to note the proposals received in the summer call window and their fit with Pool funding criteria; and,
- c) to request officers to determine the extent to which new projects fit the funding envelope.
- d) to seek confirmation from Kirklees Council as to whether they had any bids for consideration as part of this call window

20 LEEDS CITY REGION REVOLVING INVESTMENT FUND

The Executive Commercial Solicitor, Leeds City Council submitted a report which provided an update on the Revolving Investment Fund (RIF)

The report included:

- the background to the Leeds City Region Revolving Investment Fund (the RIF)
- a summary of the RIF annual report which has previously been issued to Chief Executives of each of the Partner Authorities and LCR RIF Board Members
- To seek Members support for the continuation of the Fund

RESOLVED

- a) That the contents of the report be noted including the Summary Annual Report, as set out in Appendix 1 of the submitted report
- b) To continue to support the RIF in seeking further opportunities for investment in suitable commercially viable, private-sector led infrastructure and construction projects
- c) To support the publication of the Summary Annual Report on the website of each of the Partner Authorities, and to encourage officers to raise awareness of the RIF product with businesses and developers in their various localities

21 ANY OTHER BUSINESS

There were no issues raised under any other business.

22 DATE AND TIME OF THE NEXT MEETING

Date and time of next meeting to be determined at a later date.

Originator: Doug Meeson 0113 378 8540
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Report to: LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

Date: 7TH MARCH 2018

Subject: LEEDS CITY REGION BUSINESS RATES POOL PROGRESS REPORT

SUMMARY

This report sets out:

- a) Latest income projections for the LCR Pool 2017-18: projected levies for 2017-18 are £3.61m, £66k higher than reported on 30th November 2017;
- b) the LCR Pool 100% retention pilot 2018-19;
- c) current spending commitments for 2017-18 and 2018-19
- d) estimated funds available as a result of the business rates pilot in 2018-19;
- e) bids received against the remaining allocation of funds for the 2018-19 Tour de Yorkshire;
- f) an update on the financial arrangements with Screen Yorkshire; an update on the financial arrangements with Welcome to Yorkshire (WTY), with confirmation that the third instalment of grant in 2017-18 is now payable;
- g) confirmation that all member authorities wish the current pooling arrangements to continue in 2018/19.

1. INTRODUCTION

- 1.1 The Pool relies on the co-operation of both tariff and top-up authorities. It currently generates income because it is allowed to retain the levies on business rates growth that would otherwise be paid over to Government by the three tariff authorities: Harrogate, Leeds and York. Without the Pool, the levies of the three tariff authorities would be lost to the region and have to be given to Government. Since the commencement of the Pool on the 1st April 2013, and to the end of 2016/17, the Pool has enabled almost £11m of business rates to be retained and invested in the region. The potential downside of Pooling is that if any member's income declined significantly the Pool would not receive a safety-net payment from Government and the shortfall would have to be made up by the other Pool members. No Pool member is expected to require a safety-net payment for 2017-18.

2. LATEST ESTIMATE POOL INCOME 2017-18

- 2.1 Based on authorities' projections at 31st January 2018, the estimated levy income figures for 2017-18 Pool income are set out below:

Table 1: Estimated Levy Income 2017-18

<i>Reported in:</i>	November 2017	March 2018
	£m	£m
Harrogate	0.815	0.820
Leeds	0.910	0.946
York	1.823	1.848
Total	3.547	3.613

2.2 As can be seen, all levy authorities are estimating slightly higher 2017-18 levies than reported to the November 2017 Joint Committee meeting. Members will be aware that final levy income will not be confirmed until September 2018.

3. 100% RATES RETENTION: THE 2018-19 PILOT

3.1 In September 2017, Government invited applications from English local authorities to pilot 100% Business Rates Retention in 2018-19 - an expansion of the existing 100% pilot programme, intended to help Government and the local government sector to explore options for the design of future increased business rate retention. In December, Government notified Leeds City Council that the Leeds City Region Business Rates Pool bid to pilot 100% Retention had been successful.

3.2 The pilot scheme is currently for one year only and will allow the LCR Pool to retain all additional growth in business rates above the business rate baselines determined by Government and associated Section 31 grants, whereas currently 50% of that growth is remitted to Government.

3.4 The additional income is estimated to be in the region of £41.4m, with the Pool retaining 50% (£20.7m) to continue to support and enable regional economic growth. The other 50% (£20.7m) will be allocated to the member authorities themselves to improve financial stability within their authorities. Of the 50% allocated to member authorities, half will be based on each authority's actual additional growth and half will be redistributed by population.

3.5 Under the current business rates retention system a significant benefit of the Leeds City Region Business Rates Pool pooling arrangement has been that the levy on additional growth generated by Leeds, Harrogate and York has been retained in the region rather than being paid over to the Government. A further gain for these three authorities under the 100% retention pilot is that there will be no levy on growth.

3.6 Officers from member authorities have met to discuss the technical and administrative issues arising from delivering the business rates pilot. These discussions have addressed a range of issues, including:

- The methodology for the calculation of additional income generated by the pilot;
- That any new discretionary reliefs not already planned should be at the individual authority's expense and should not impact on this calculation;

- That Pool gains will be monitored quarterly and authorities will make payments to the Pool quarterly based on estimated gain share at the beginning of the year with a reconciliation at the year end; and
- That the cost of any additional resources and administration in support of the Pool should be claimed from the Pool and should not be a lead authority expense.

3.7 Leeds City Council, as the Lead Authority for the pilot, has been invited to attend a Pilots launch event, hosted by the Ministry of Housing, Communities and Local Government on Monday 26 March 2018. It is intended that the event will enable pilot areas to jointly establish the aims and expectations of piloting in 2018-19 and enable Government and the local government sector to maximise the learning opportunities from the piloting programme – including discussion of the evaluation process. The Chief Officer – Financial Services, Leeds City Council, will attend this key discussion.

4. FUTURE INCOME AND EXISTING COMMITMENTS

4.1 The current commitments for the Pool are summarised below. The table includes final outturn figures for 2016-17 and projected income for 2017-18 and 2018-19, now reflecting estimated pilot income in 2018-19. The table includes all approved commitments for 2017-18 and 2018-19.

4.2 The estimated income for 2017-18 is based on monitoring returns as at 31st January 2018. The current 2017-18 projection is £0.066m higher than the figure provided to the November 2017 meeting. However, because of the inherent volatility of business rates income and the as yet unknown impact of the 2017 revaluation and changes to the appeals system, this projection remains uncertain.

4.3 For the same reasons estimates of pool income from the business rates pilot in 2018-19 remain tentative. It is recommended that the Pool commits only 75% of estimated pilot income initially, at least until estimates can be firmed up. As such the £15.5m in the table below is 75% of the total estimated income to the Pool of £20.7m.

4.4 Under the current Pooling arrangements levy income generated for any year does not become available until the following year. Under the proposed arrangements for the pilot, authorities will make quarterly payments to the pool, with a reconciliation after the year end when actual income is known. Both approaches have short-term cash flow implications which are currently being met by Leeds on behalf of the other Pool members.

Table 2: Summary of LCR Pool Income and Commitments 2015-16 to 2018-19

	2015/16 Final Outturn £m	2016/17 Final Outturn £m	2017/18 Updated Estimate £m	2018/19 Initial Estimate £m
Income				
Balance b/f	2.544	1.689	3.189	2.256
2015/16 Levies (Final Outturn)	3.110			
2016/17 Levies (Final Outturn)		3.646		
2017/18 Levies (updated estimate)			3.613	
2018/19 Levies				0.000
2018/19 Levies 100% Pilot Income				15.519
Balance available to fund 2015/16 activities	5.654			
Balance available to fund 2016/17 activities		5.335		
Potential Balance available to fund 2017/18 activities			6.802	
Potential Balance available to fund 2018/19 activities				17.775
Commitments				
Leeds City Region Secretariat	-0.620	-0.620	-0.620	-0.620
Combined Authority Transport Fund	-0.696	-0.696	-0.696	-0.696
Tour de Yorkshire	-1.123		-0.200	-0.400
Tour de Yorkshire (additional costs incurred by York)	-0.012			
Welcome to Yorkshire subscriptions	-0.167	-0.167	-0.167	-0.167
Welcome to Yorkshire grant funding	-0.663	-0.663	-0.663	-0.663
Screen Yorkshire			-0.200	-0.150
Leeds Capital of Culture Bid				-0.350
Contributions towards Economic Development	-0.684		-2.000	
Balance c/f	1.689	3.189	2.256	14.729

Commitments for 2017-18

- 4.5 At its meeting of 1st June 2017 the Joint Committee approved all of the commitments shown above for 2017-18, including expenditure of £200k to support Screen Yorkshire with running costs until March 2018.
- 4.6 After the £2m contribution towards economic development agreed at the July 2016 meeting, current projections indicate that there is still almost £2.3m of funding available in 2017-18. Given the risk that the final 2017-18 levy income may be lower than assumed and with regard to the spending commitments already made before the announcement of the successful business rates pilot, it is recommended that this unallocated amount is carried forward to 2018-19 in full.

Commitments for 2018-19

- 4.7 At its meeting of 30th November 2017, the Joint Committee approved all of the commitments shown in the table above for 2018-19. Welcome to Yorkshire grant funding is discussed in more detail in Section 6 below. In addition to the Pool's 'core commitments', three new proposals were approved: Leeds Capital of Culture 2023 Bid £350k, 2018 Tour de Yorkshire £400k, and Screen Yorkshire £150k.

- 4.8 **Leeds Capital of Culture 2023 Legacy:** When the Committee initially supported the allocation of £350k to Leeds Capital of Culture 2023 bid, it was understood that the monies will only be needed if the Leeds bid was successful. At the November meeting, the Committee discussed the announcement by the European Commission that UK cities may no longer be eligible to participate in the Capital of Culture 2023 competition, but that officials from the Department for Digital, Culture, Media and Sport (DCMS) were in discussions with the Commission to clarify the position for UK cities. The Committee have agreed that these funds should remain allocated. Subsequently Leeds has announced to an audience of 700 at Leeds Town Hall that it will continue with its own investment and proceed with a 6 year cultural programme culminating in 2023. Three initial projects were announced including one, Yorkshire Sculpture International, which has a West Yorkshire footprint. In 2019, Pool funding will be used alongside Council funding to support the development of fundraising, governance and delivery structures and Leeds will provide additional information on these proposals at a future meeting. The Council also proposes to explore the potential for collaborations with other districts cultural assets.
- 4.9 **Tour de Yorkshire 2018:** At the November meeting, members confirmed a funding allocation of £400k to support the 2018 Tour de Yorkshire. £100k has been allocated to each of the three starts/finishes hosted by member authorities as these comprise a £100k staging fee in addition to any costs associated with the local delivery of the event. The Committee agreed that bids would be invited from all members for the remaining £100k of funding. By the deadline date, three bids have been received and are detailed at **Appendix 1**. The total value of these three bids at £121k exceeds the previously agreed funding by £21k. Given the additional funding now available to the Joint Committee there clearly is an option to fund all three applications at the amounts requested, however, it is noted that the applications from both Bradford and Calderdale do each include £10k for road repairs, which perhaps is not in line with the original intention of funding spectator hubs, and if excluded would just require an additional £1k to be committed.
- 4.10 **Screen Yorkshire:** Members have approved expenditure of £200k in 2017-18 to support Screen Yorkshire's running costs until March 2018. A further £150k has been approved for 2018-19 to establish a new LCR/Yorkshire 'Film Office', subject to further approval by the Funder and to confirmation from Screen Yorkshire of the organisation's 'Going Concern' status in 2018-19.
- 4.11 In response, Screen Yorkshire's Chairman, John Surtees, has confirmed that he has reviewed all financial aspects of the Company for the financial year 2018-19 and is of the opinion that Screen Yorkshire is a going concern. He expects this to be confirmed by the Board of Directors at their next meeting. The Committee are asked to note that the initial intention was to use some of the grant funds appoint a Film Commissioner in 2018-19. Screen Yorkshire now propose to use the funds instead to appoint a production support and development manager in 2018-19. This role will primarily support existing and new business and develop the region-wide support mechanisms and offer to incoming productions rather than focussing on the promotion of the region for inward investment purposes, supporting the implementation of the Film Office and recognising the complexity of creating an effective region-wide offer, rather than pushing resource into the more outward facing role before the regional infrastructure is fully developed. On the basis of this information, the Committee is asked to approve the release of £150k to Screen Yorkshire in April 2018.

5. FUNDING AVAILABLE FOR NEW SPENDING PROPOSALS

- 5.1 At its June meeting, the Committee agreed to improve processes so the Pool's funding priorities are more widely understood, with a more inclusive process to bring forward, evaluate and agree proposals. Additionally, a more structured meeting schedule was agreed, including clear call-in windows for spending proposals.
- 5.2 Spending proposals received in the initial summer call window were considered at the November meeting. However, given that the Committee did not then know the outcome of our bid to pilot 100% retention, no final decisions were taken.
- 5.3 As shown in Table 2 above, it is currently estimated that with £2.3m carried forward from 2017-18 and £15.5m of estimated pilot income in 2018-19 the total funding available for distribution in 2018-19 is estimated to be almost £17.8m. The spending commitments already approved, as outlined at Section 4, total £3.05m, leaving £14.7m available for further funding opportunities. The Pool manages its spending commitments each year in such a way as to provide a 'safety margin', to ensure as far as possible that committed expenditure will not exceed available funds. As already stated, the estimated income shown for 2018-19 is 75% of the total estimated income to the Pool of £20.7m. This is considered to be a reasonable 'safety margin' at this stage.
- 5.4 The bidding process itself is discussed in a report elsewhere on the agenda.

6. WELCOME TO YORKSHIRE FUNDING

- 6.1 As members are aware, the Pool has committed to provide funding to WtY of up to £200,000 for members' subscriptions and £630,000 of grant funding for specific activities per annum. Subscriptions for 2017-18 were held at 2016-17 levels (£167,000), giving headroom to confirm grant funding of up to £663,000 (the same as in previous years).
- 6.2 The monitoring of both WtY's financial position and their activities against the grant agreement has been delegated to a Steering Group of officers from the sub-region. In addition, because the North Yorkshire Business Rate Pool also contributes to the funding of Welcome to Yorkshire, the Corporate Director of Strategic Resources from North Yorkshire County Council is a member of the group.
- 6.3 Since the November meeting of the Joint Committee, the Steering Group has reviewed the third quarter WtY reports for 2017-18 and has agreed that these are in line with the recovery plan. As such, the Steering Group has recommended release of the third instalment of 2017-18 grant funding.
- 6.4 The existing grant agreement runs to the end of 2018-19. It is proposed that a meeting is arranged between a couple of Leaders, a Chief Executive and the WTYs Chair and CEO to seek a more strategic relationship moving forward.

7. CONTINUATION OF THE POOL 2018-19

7.1 In accordance with the Governance Agreement, members are reminded that if any authority decides to leave the Pool, regulations require that the Pool will be dissolved. All member authorities confirmed, as part of the application to pilot 100% retention, that they wished to continue as members of the current pooling arrangements in 2018-19.

8. RECOMMENDATIONS

8.1 Members are recommended:

- a) to note the latest estimated levies for 2017-18 as set out in paragraph 2.1;
 - b) to note the successful bid to pilot 100% business rates retention in 2018-19 and the meeting with MHCLG on 26th March as discussed in Section 3;
 - c) to note the existing spending commitments for 2017-18 and 2018-19 and the estimated funds available as a result of the business rates pilot in 2018-19 discussed in Sections 4 and 5;
 - d) to approve:
 - the carry forward of uncommitted 2017-18 funds into 2018-19, discussed at paragraph 4.6; and
 - the recommended approach to commit only 75% of this funding at this stage, as discussed at paragraph 5.3;
 - e) to agree how to allocate the remaining £100k of funding for the Tour de Yorkshire 2018 and whether to allocate an additional funding, as discussed in paragraph 4.9 and at Appendix 1;
 - f) to authorise Leeds City Council to release the 2018-19 grant payment of £150k to Screen Yorkshire in April 2018, as discussed at paragraphs 4.10 and 4.11;
 - g) to note the position in relation to funding for Welcome to Yorkshire as set out in Section 6 and to note the proposed meeting with WtY; and
 - h) to note that all member authorities have confirmed that they wish the current pooling arrangements to continue in 2018-19, discussed in paragraph 7.1.
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Tour de Yorkshire 2018: Bids Received

1. Introduction

At the November meeting, the Joint Committee confirmed a funding allocation of £400k to support the 2018 Tour de Yorkshire. £100k was allocated to each of the three starts/finishes hosted by member authorities as these comprise a £100k staging fee in addition to any costs associated with the local delivery of the event. The Committee agreed that bids would be invited from all member authorities involved in the event for the remaining £100k of funding. Three such bids have been received, which in total exceed the allocated amount by £21k:

Summary of bids received

Authority	Bid amount	Available Funding	Shortfall
Bradford	45,000		
Calderdale	45,752		
Leeds	30,000		
Total	120,752	100,000	-20,752

2. Bradford

Below are estimates of Bradford's total spend for the 2018 TDY. These include the £100k of costs already met by an allocation from the Business Rates Pool and an estimated £65k of other funds, such that the estimated shortfall being bid for is £45,000:

Area	Sub area	Estimated expenditure (£)
Finish Fee Operations	Cow and Calf Rocks	100,000
	includes safety and security	10,000
	Ccvt	10,000
Delivery	Stewards	20,000
	Barriers	10,500
	Toilets	3,750
	Ambulance / First aid	7,000
Traffic Management/Highways	Traffic Management & Signing	15,000
	Highway Maintenance	10,000
	Contingences	5,000
Communications		700
	Tourism / Marketing	7,500
Animation / Activation	Banners	5,000
	Contingency	5,000
Legacy		5,000
Total estimated expenditure		214,450
Less LCR Pool Contribution		- 100,000
Less other available funds		69,450
Estimated funding gap		45,000

3. Calderdale

Calderdale costs include what will be required in the planning for the event and operational management on the day:

- The Piece Hall – The Piece Hall will be the host location of the start of the event and as such, significant stewarding support, on the day staffing, signage, welfare, medical support and entertainment is required to ensure a safe and successful spectator hub.
- Road surfacing costs – Highways engineers will assess the route and estimate the costs for resurfacing. A £10,000 request has been included to support such works that cannot be absorbed into the existing programme of works.
- Traffic management – A significant amount of advanced warning signage and traffic management, including road closure signage and stewards at such locations will be needed for Halifax town centre and the race route.
- On the day management - this is largely to be supported by the police, however it is envisaged that a good amount of ground support will be needed, within the Piece Hall, within Halifax Town centre and along the route and therefore Calderdale MBC staff and paid SIA stewards have been included in the costs.
- Communication to residents and visitors is critical to the success of the event. Costs for the 5th December launch event have been included, as has a further £500 for visitor communications in the lead up to the event.

In addition to the £100k hosting fee already met by an allocation from the Business Rates Pool, additional costs are estimated at £45,752:

Start/Route/Race Preparation	Estimated Expenditure (£)
Additional on the day Staffing	5,000
Piece Hall Support	
Distro	5,000
Piece Hall Staff	800
Security Staff (SIA)	2,500
Medical Support	1,900
Electrician	300
Temporary Toilets	1,500
Consumables and waste	400
Police Band	2,000
Other Entertainment	2,000
Barriers	320
Additional Signage	800
Halifax Town and on Route	
Emergency repair works (Highways)	10,000
Highways Traffic Management (inc staffing on the day)	5,000
Advanced warning signage	
Barriers - Hebden Bridge	170
Stewarding on route (SIA)	6,000
Cleansing and trade waste	400
Communications	
Resident Comms and launch event 5th December	1,162
Comms leaflet	500
Total excluding hosting fee	45,752

4. Leeds

In addition to hosting the finish of Stage 4 Leeds will be home to the Festival Village in Millennium Square for 10 days leading up to the race finale. Visitors will be able to watch the race progress on the Big Screen and access a wide range of cycling related products and events. Some of these events will take place in a bespoke 'Spiegel tent' erected in Millennium Square for the entire duration of the village. It is anticipated that this will encourage visitors to stay longer in the area and to feel involved in the race for its entire duration. The Village will also act as the signing-on point for the mass participation sportive. The bid for £30,000 reflects Leeds' intention to enhance the city centre for improved spectator engagement:

City Centre Dressing / Spectator Activation	Estimated expenditure (£)
Big Screens (x 3 for headrow) & microwave link	9,000
Grandstand seating (2 x mobile units)	5,000
Activities/Additional Entertainment	3,000
City dressing / lampost branding and installation	10,000
Flag & bunting installation (Headrow)	3,000
TOTAL EXPENDITURE	30,000

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Originators: Dave Haskins & Jonathan Skinner Tel: 0113 251 7202

Report to: LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

Date: 7 MARCH 2018

Subject: UPDATED ASSESSMENT OF PROPOSALS FROM CALL FOR PROJECTS PROCESS, AUTUMN 2017

SUMMARY

This report sets out:

- a) An update on proposals submitted as part of the call for projects in autumn 2017;
- b) An updated position based on the new funding allocation for the Pool for 2018/19; and
- c) Recommendations regarding next steps for the proposals.

1.0 INTRODUCTION

1.1 This report provides Committee members with an update regarding the progress of schemes submitted as part of the call for projects process last autumn.

2.0 BACKGROUND

- 2.1 In accordance with the formalised operating arrangements, there was a call for projects process, managed by West Yorkshire Combined Authority (the Combined Authority), undertaken in autumn 2017. This included Growth Deal, Cultural Capital projects and submissions to the Business Rates Pool (BRP).
- 2.2 There were eleven new proposals submitted for BRP funding in 2018/19 as part of that process. These were assessed using the current approved BRP criteria (see Appendix A), and a summary was presented to the Committee on 30 November 2017.
- 2.3 The proposals combined were seeking £3.547 million funding in 2018/19, with several projects seeking multi-year commitments. This was in addition to seven existing commitments totalling £3 million in 2018/19, with some continuing in future years.
- 2.4 At the Committee meeting on 30 November 2017, officers were tasked with working projects into a “fundable programme” taking account of the funding envelope set at that point, and engaging with project promoters to understand better which projects were a priority. This liaison has taken place, with the project promoters given the opportunity to review and update their submission, as appropriate (e.g. if any new financial information is available).
- 2.5 Subsequently, Government announced in December 2017 that the Leeds City Region had been selected as a pilot to retain 100% of the business rates in

2018/19. This meant the identified funding constraints no longer existed, and a revised approach to project progress and fund allocation was required.

3.0 TRANSITION TO BUSINESS RATES POOL PILOT

3.1 The six Pool legacy commitments for 2018/19 are:

Leeds City Region Enterprise Partnership – local match-funding	£620,000
West Yorkshire Plus Transport Fund – local contributions	£696,000
Welcome to Yorkshire (subscriptions and grant agreement)	£830,000
Tour de Yorkshire	£400,000
Screen Yorkshire	£150,000
Leeds 2023 – European Capital of Culture bid development	£350,000
TOTAL	£3,046,000

3.2 In addition to those pre-existing commitments, there are two other strands of projects the Committee needs to address:

- projects submitted from the last call that are still relevant, following the Committee’s review on 30 November 2017 (see paras 3.3 and 3.4 below);
- new projects, contributing to the Prospectus (see Item No.10).

3.3 Business Rates Pool Committee Members, Chief Executives and Directors of Finance have all been involved in considering the transition to the new pilot. There is consensus for a clearer commissioning approach based on a Prospectus of activity, outlined in more detail in Item No.10. The steer has been to converge projects from the autumn call into the new Prospectus unless they are time critical.

3.4 Updated expressions of interest have now been re-assessed using the existing BRP assessment criteria and feedback will be provided to promoters of the following schemes:

1. Leeds City Region Growth Service, promoted by the Combined Authority;
2. UCI 2019 World Cycling Championships, promoted by Harrogate Borough Council;
3. Maximising UNESCO City of Media Arts Designation, promoted by the City of York Council;
4. Great Exhibition of the North Satellite, promoted by Bradford Council
5. Delivering inclusive growth, promoted by the Inclusive Growth Project on behalf of all local authorities;
6. Investor Development Programme, promoted by the Combined Authority;
7. Raising aspirations: education and apprenticeships connected to business, promoted by the Combined Authority.

3.5 Therefore, the proposals will each be incorporated into the new Prospectus (see Item No.10), apart from where there are time critical factors. The **Great Exhibition of the North satellite** project led by Bradford Council appears to be time critical as it works to a timetable reflecting the beginning of the Great Exhibition in June 2018.

4.0 RECOMMENDATIONS

4.1 Members are recommended to:

- a) note the proposals submitted as part of the call for projects process in autumn 2017 that will converge with the Prospectus unless time critical

- b) agree that only the project(s) which are considered to be time critical are approved at this stage
- c) note the change to the funding position for the BRP in 2018/19 and its implications for the previously-agreed funding envelope
- d) note that existing proposals can be resubmitted as part of the new call for projects process in spring 2018, and assessed against the new criteria where this is appropriate.

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STREAMLINED POOL CRITERIA FOR EVALUATING PROPOSALS FOR COMMENT

Criteria	Description
Strategic Case	<ul style="list-style-type: none"> • Is the proposal clearly defined? • Have the scheme objectives been specified? • What will Pool funds be used for? • Is there a strategic fit with city region policies and goals?
Commercial Case	<ul style="list-style-type: none"> • Is there a clear rationale / need / market failure case for investment? - Has there been an options appraisal to identify other means of achieving the aims? • What is the evidence of need/demand for the proposal? • Is the market for the project clearly understood? • Does the project unlock other downstream investments? • What are key risks?
Economic Case	<ul style="list-style-type: none"> • Do projected outputs and outcomes appear realistic / achievable? • Does the project offer value for money?
Financial Case	<ul style="list-style-type: none"> • Is there evidence that no other funding streams are appropriate? • Is the amount and timing of Pool investment and match funding clearly set out? • Has the loan-first principle been considered? • Has other funding been confirmed or is there a clear timescale for confirmation? • Is there a proposal for the Pool to achieve any financial return through the project? • How are the scheme costs made up? Are they robust and realistic?
Management Case	<ul style="list-style-type: none"> • How will the scheme be managed? • Are delivery timescales clearly indicated and are they realistic? • What are the main risks facing this scheme? • Are there any linkages/Interdependencies with other schemes that could affect delivery?

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Appendix B - Bbusiness Rates Pool proposals, financial summary

Ref:	Project name	Applicant	Funding theme	Brief summary	Funding									
					BRP funds (£m)18/19	BRP funds (£m)19/20	BRP funds (£m) 20/21	BRP funds (£m) 21/22	Total BRP funds	Applicant Funds (£m)	Other Public sector (m)	Other Private Sector (m)	Total Cost (m)	
CFP078	LEP subscriptions	LEP / WYCA	n/a	Local match contribution to unlock annual government funding for LEP capacity.	£0.620 m	£0.620 m	£0.620 m		£1.860 m					£1.86 m
CFP079	Leeds 2023 European Capital of Culture	Leeds City Council	Culture & Sport	Agreed in June 2017	£0.350 m				£0.350 m					£0.35 m
CFP080	Tour de Yorkshire - set aside	Local authorities	Culture & Sport	Allocation set aside for hosting fees. * Needs to link with CFP033	£0.400 m				£0.400 m					£0.40 m
CFP081	Welcome to Yorkshire	Local authorities	Culture & Sport	Local authority subscriptions	£0.167 m	£0.200 m	£0.200 m		£0.567 m					£0.57 m
CFP082	Welcome to Yorkshire - grant funding	Welcome to Yorkshire	Culture & Sport	Pool committed to provide annual grant funding as part of business transformation. 3 year transitional period to finish in 18/19.	£0.663 m				£0.663 m					£0.66 m
CFP083	West Yorks Plus Transport - Local Contributions	Local authorities	Transport	Local contribution' to the WY+TF in lieu of increases in levy	£0.696 m	£0.696 m	£0.696 m		£2.088 m					£2.09 m
CFP094	Screen Yorkshire	Screen Yorkshire	Culture & Sport	Agreed in June 2017	£0.150 m				£0.150 m					£0.15 m
Sub-total					£3.046 m	£1.516 m	£1.516 m		£6.078 m					£6.08 m
CFP035	Great exhibition of the North Satellite	CBMDC	Culture & Sport	Create performance spaces for cultural activities as Bradford was shortlisted to stage the Great Exhibition of the North.	£0.050 m				£0.050 m	£0.05 m	£0.05 m			£0.15 m
CFP010	UCI 2019 Road World Cycling Championships (UCI19)	Harrogate Borough Council	Culture & Sport	Host UCI Road World Championships in 2019 and maximise the economic, social and environmental opportunities for city region.	£0.100 m	£0.473 m	£0.050 m	£0.050 m	£0.673 m	£0.328 m				£1.00 m
CFP064	Maximising UNESCO City of Media Arts Designation	City of York Council	Culture & Sport	A major international media arts festival, a Guild of Media Arts supporting the sector, and targeted schools work to develop next-generation digital skills.	£0.180 m	£0.025 m	£0.025 m		£0.230 m		£0.74 m	£0.572 m		£1.54 m
CFP021	Delivering Inclusive growth	CBMDC / Inclusive Growth project	Skills and employment	Reduce poverty and increase employment levels for disabled workers.	£0.375 m				£0.375 m					£0.375 m
CFP043	Leeds City Region Growth Service	WYCA	Business support	Extend the current service offered to deliver Growth Service across the City Region. The current funding for this service runs out in Mar '18.	£0.088 m	£0.088 m	£0.600 m		£0.775 m	£1.03 m	£0.375 m			£2.18 m
CFP044	Raising aspirations: education and apprenticeships connected to business	WYCA	Skills and employment	Ensure that links between business and education are strengthened, that apprenticeships are championed and promoted in schools.	£1.360 m	£1.423 m	£1.511 m		£4.293 m	£0.301 m	£4.293 m			£8.89 m
CFP029	Investor Development Programme	WYCA	Business support	Expand the Trade and Investment Team Key Account Management team within the Leeds City Region for a further 3 years.	£0.190 m	£0.455 m	£0.455 m		£1.100 m		£0.36 m			£1.460 m
Sub-total					£2.342 m	£2.463 m	£2.641 m	£0.050 m	£7.496 m					£12.523 m
Total cost					£5.388 m	£3.979 m	£4.157 m	£0.050 m	£13.574 m					£18.601 m

Legacy commitments

New proposals

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Report to: LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

Date: 7th MARCH 2018

Subject: BUSINESS RATE POOL (BRP) PROSPECTUS 2018

SUMMARY

This report provides :

- a) A summary of progress made in the development of a BRP Prospectus for 2018.
- b) A draft Prospectus for consideration and approval (Appendix 1).

1.0 INTRODUCTION

- 1.1 Government made an announcement at the end of last year, stating that Leeds City Region had been selected as a pilot to retain 100% of the business rates in 18/19. This means that a revised approach to project selection and fund allocation is now required.
- 1.2 This report provides Committee members with an update regarding the development of the BRP Prospectus for 2018.

2.0 BACKGROUND

- 2.1 Following a discussion with Committee members in early February 2018 officers were tasked with developing a Prospectus for the new 2018/19 pilot. The Prospectus will allow a revised approach to project selection and fund allocation as required against four, previously agreed, key strategic theme areas. The theme areas are Culture, Sport and Major Events, Enabling Housing Growth, Business Support, Trade and Investment and Inclusive Growth.

3.0 PROGRESS TO DATE AND BIDDING PROCESS

- 3.1 Good progress has been made on developing the Prospectus which can be found at Appendix 1.
- 3.2 Estimated total pool money for 2018/19 is £20.7 million. As previously agreed the Prospectus will ask for projects to 75% of the Pool value circa £15.5 million. Taking into account the carry forward from 2017-18 of £2.3 million, less commitments previously made of £3.05 million for 2018-19, this will allow the Prospectus to call for projects to the value of £14.7 million. This amount is subject to the Committee's decision on whether to support any of the projects covered under Item No.9
- 3.3 Positive feedback has been received by the Chief Executive (CX) Kirklees (lead CX BRP) on progress made to date together with support for the simplified process embedded within the Prospectus. Committee members are asked to support the further development and finalisation of the Specifications set out in the Prospectus. In order to do this it is proposed that a workshop is arranged, end of March 2018, for local authority policy officers to attend. This will allow full engagement with local

authority partners and a set of co-produced specifications in the spirit of partnership and collaboration. Final sign off of the amended specifications, in order to allow the Prospectus to still be launched early April, is recommended to be delegated to the Chair of the BRP Committee.

- 3.4 With regard to the bidding process the Committee are asked to consider the preferred approach. The Committee are asked to consider an approach which allows each local authority and/or Combined Authority to submit their single top priority project for selection or for example their top 2-3 projects max. Projects which are not supported as part of agenda item 10 should also be considered at the same time as part of the same overall process. However, given applicants applied under different arrangements and against different selection criteria they may have to be reviewed in light of the requirements of the respective themed specification(s).
- 3.5 Due to the simplified process it is felt a workshop for local authority officers, following the launch of the Prospectus, is no longer required.
- 3.6 The Prospectus is planned to be launched by mid-April with the deadline for receipt of applications **Friday, 1st June 2018, 12.00 noon.**

4.0 SELECTION PROCESS

- 4.1 Further consideration has been given to the project selection criteria by the Head of Feasibility and Assurance and the Head of Research and Intelligence, West Yorkshire Combined Authority, as requested by the Committee. The principles of the Leeds City Region Strategic Appraisal Framework have been used to develop the 'local' appraisal and 'selection of operations' for BRP projects as set out in the Prospectus at Annex 6.
- 4.2 The criteria has been simplified based on the design of the four Specifications and will be applied based on the specific outcomes and outputs proposed in each theme area. An element of proportionality has also been factored in to the approach by including a less onerous set of criteria for projects which request less than £100,000 funding from the Pool. The criteria also now puts greater emphasis on the ability of projects to lever in further funding as well as those which will increase business rates in the future and improve the legacy for the Pool.
- 4.3 An appraisal team, under the responsibility of the Head of Research and Intelligence and Head of Assurance and Feasibility of the Combined Authority, will review all applications after the closing date. The Team will provide strategic advice and input on the delivery of the investments and outputs identified against those set out in the BRP Prospectus and provide a set of recommendations to the Committee for approval. The team will be supported by policy leads from the Combined Authority. This approach also builds on the successful approach applied under the European Structural and Investment Funds programme.
- 4.4 As part of the selection process, it is proposed that local authority Directors of Development are also asked for their views on the proposals. This will also allow checks to be undertaken where proposals affect more than one district and are more cross cutting in nature.
- 4.5 Performance monitoring of project delivery will also be undertaken by the Combined Authority. The intelligence and data from delivery of the BRP projects will be

essential to learn from experience and where possible identify best practice in order to inform future policy development.

- 4.6 It is proposed the Combined Authority will provide monitoring and performance data to the Committee on a quarterly basis, particularly on those which are a high priority, high risk or which are significantly under-delivering.

5.0 RECOMMENDATIONS

- 5.1 Members are recommended to note the progress made and provide comments on the draft Prospectus.
- 5.2 Support a local authority policy officer workshop in order to refine and finalise the Specifications, with final sign off of the amended specifications, in order to allow the Prospectus to still be launched early April, delegated to the Chair of the BRP Committee.

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LEEDS CITY REGION BUSINESS RATES PILOT – PROSPECTUS FOR INVESTMENT

April 2018

Leeds City Region Business Rates Pool (BRP)

This Prospectus has been developed by the Leeds City Region Business Rates Pool (BRP).

The BRP is made up of seven authorities:

- the City of Bradford Metropolitan District Council,
- Calderdale Council,
- Harrogate Borough Council,
- Kirklees Council,
- Leeds City Council,
- Wakefield Council
- City of York Council.

The Pool is a voluntary arrangement between the member authorities made possible by the Business Rates Retention scheme which allows local authorities to retain locally all of its business rates income.

How much funding is available ?

For the period 1 April 2018 to 31 March 2019, **£14.7 million** will be made available to support projects which meet the aims and objectives of the Theme Specifications as outlined in Annex 1 – 4. The Theme areas are ;

- Annex 1 – Culture, Sport and Major Events
- Annex 2 – Enabling Housing Growth
- Annex 3 – Business Support, Trade and Investment
- Annex 4 – Inclusive Growth

Who can apply for funding from the BRP ?

Only local authorities of the Pool and the West Yorkshire Combined Authority can apply to the BRP.

Should an applicant who is not a local authority or the Combined Authority wish to apply they must do so with a local authority Leaders support as the lead sponsor.

How can I apply for funding from the BRP ?

Applications should be made following the process and on the form included at Annex 5 by the deadline outlined below.

What is the deadline for applications ?

The deadline for receipt of applications is **Friday, 1st June 2018, 12 noon** and should be emailed to BRP@westyorks-ca.gov.uk

Applications received after the deadline will not be considered.

Content of this Document

This document is made up of 6 Annexes which are as follows and include everything you need to be able to apply to the BRP.

- **Annexes 1 – 4** contain the key themed Specifications to which your application for funding must respond to. Your project can cover one or more of the themed Specifications – please make it clear in the application, when asked, which one you are applying under as this will form the basis of how your project is assessed.

Themed Specifications are in the following areas ;

- Annex 1 – Culture, Sport and Major Events
 - Annex 2 – Enabling Housing Growth
 - Annex 3 – Business Support, Trade and Investment
 - Annex 4 – Inclusive Growth
-
- **Annex 5** - Contains the application to be used for applying to the BRP.
-
- **Annex 6** – Contains the Selection Criteria used to assess applications for funding from the BRP. Please note the criteria is split in to two parts depending on the amount of BRP monies being requested. More detailed information is requested for projects which are requesting more than £100,000, to those requesting *less than* £100,000. Please take care to provide the right level of information to allow your application to be fully assessed.

ANNEX 1 – CULTURE, SPORT AND MAJOR EVENTS

THEME PROGRAMME AREA	Culture, Sport and Major events
Contribution to SEP Economic Objectives	<p>The theme contributes to the vision of a globally recognised city region where everyone can contribute to and benefit from growth.</p> <p>It potentially relates to activity across all priority pillars – and wider.</p>
Aim of the Theme – Strategic context	
<p>Civic and cultural leaders agreed to strengthen the culture, sport and major events offer to improve resident’s quality of life, the visitor economy and the national and international status of the city region as a place in which to live and invest¹.</p> <p>Other aims include improving health, inclusion and wellbeing in communities and greater understanding and enjoyment of the natural and historic environment of the City Region that promotes the care and protection of this precious and dynamic resource to ensure a rich legacy for future generations.</p> <p>(To prompt collective consideration of Leeds City Region culture, sport and major event priorities, local authorities and major commissioning organisations are mapping regionally significant assets. This will highlight opportunities where the city region may wish to go further, with consideration likely in the summer).</p>	
Economic Rationale for Investment	
<p>The Leeds City Region has a vision to be a globally recognised economy where good growth delivers prosperity, jobs and a high quality of life for all. Having a thriving cultural, arts and sporting sector is an important dimension of this vision and for the Leeds City Region economy. This relates both to the direct benefits it brings, such as its contribution to Gross Value Added and employment; and to those that are more intangible in nature, such as its role in improving quality of life and wellbeing, shaping place identity and profile, and attracting and retaining talent and investment. Culture, arts and sport can also drive inclusive growth, regenerating places and engaging people to develop skills.</p> <p>Independent study has found that good quality evidence on the economic impact of culture, arts and sport is in short supply². To address this, Arts Council England is leading a project with Cebr to improve the quality of economic evidence. There have been studies within the region that have looked at the impact of culture, arts and sport include, for example:</p> <ul style="list-style-type: none"> • An assessment of the Tour de France in 2014 calculated that it had provided a £102 million boost to the Yorkshire economy³. 	

¹ The connection between Culture, the Arts and Sport and economic development in the Leeds City Region. Les Newby Associates & Wordfern Ltd, November 2017

² ibid

³ Impact of the UK stages of The Tour de France 2014, Leeds City Council, UK Sport, Transport for London and Welcome to Yorkshire, December 2014

- Research by Leeds Beckett University estimated the 2017 Tour de Yorkshire to have had an economic impact of £64 million, up from nearly £60 million in 2016.
- The economic value of sport for Leeds City Region is estimated to be direct benefits of £854m and 24,000 jobs, plus £1.8bn of indirect benefits from health, volunteering and wider spending. Across England, sport and sport-related activity generated £20.3bn of GVA in 2010, around 2% of the England total. (Sport England, June 2013).

Type of interventions to be supported

Visitor Economy:

- Activity which allows the attraction of new events that lift the profile of the City Region and/or contribute significantly to the economy, particularly during out of season, quieter periods
- Support for interventions which will enhance productivity of existing visitor attractions to extend the tourism season and encourage visitors to stay for longer.
- Support for investment in small scale infrastructure for the development of outdoor tourism, such as cycling and walking
- Support for new and existing events and festivals seeking to grow the number of target overnight stays, developed in an innovative and sustainable way. Priority will be given to those which have the potential to create a legacy and can be built upon in future years as opposed to one off events. Priority will also be given to projects which can demonstrate they will encourage visitors from outside the Local Authority boundary
- High-level strategic marketing and brand promotion in order to build upon the current levels of awareness of the City Region and Yorkshire
- In line with the trends which highlight the importance of technology, consider potential new trends and new forms of technology, such as 3D Imaging, Oculus Rift and other visual reality technology which could be utilised as new product or forms of destination choice inspiration.

Quality of life and a great place to live and invest:

- Events which build upon Yorkshires competitive advantage to reflect the area's unspoilt nature and natural assets
- Interventions which will drive community engagement: reach 'left behind' areas/groups, are well located, easy to access investment locations and which build creative skills to inspire and motivate young people
- Activity which will improve cross-boundary collaboration between the local authority areas within the broader city region geography
Existing, recurring events including community-run events and where possible, working to lift them to signature/destination event status and which can demonstrate growth in participation in new audiences and communities. Priority will be given to those which have the potential to create a legacy and can be built upon in future years as opposed to one off events.

Geographical coverage / area of delivery e.g. city region wide, district level

- Projects which will be supported must take place within and benefit several districts, although will not necessarily cover all.

<ul style="list-style-type: none"> • This will sometimes mean projects with a wider geography (e.g. Yorkshire) will be supported, albeit with an expectation that contributions are made reflecting the whole geography.
Target Group(s) – where applicable
<p>N/A</p>
Deliverables and outcomes
<p>Potential outputs :</p> <ul style="list-style-type: none"> • Increased visitor spend in Leeds City Region • Hosting of new local, regional, national or international events • Increase dwell time of visitors and number of nights spent in Leeds City Region • Increase employment figures in culture, sport and arts roles across Leeds City Region <p>Potential outcomes:</p> <ul style="list-style-type: none"> • Provide an exceptional quality of life for all residents, particularly the most disadvantaged so communities feel a sense of belonging and identity and are happy with the area where they live and work; • Increase the international profile of the Leeds City Region; • Use cultural, arts and sporting events to grow tourism, visitor spend and nights spent in the City Region and provide routes into learning, work and training for people for whom traditional pathways have not worked for them; • Increase productivity and contribute towards the reduction of the proportion of jobs that pay less than the Real Living Wage.
Additional requirements & Definition of Terms (where applicable)
<ul style="list-style-type: none"> • Culture and sport activity refers to a broad range of assets, festivals, and events. However, insofar as the BRP is concerned, there must be a city region significance.

ANNEX 2 – ENABLING HOUSING GROWTH

THEME PROGRAMME AREA	Enabling Housing Growth
Contribution to SEP Economic Objectives	Priority 4 - Infrastructure for Growth
Aim of the Theme – Strategic context	
<p>The aim of this theme is reflective of the ambitions of both Leeds City Region’s Housing Policy Position Statement and Government’s Housing White Paper ‘Fixing our Broken Housing Market’ February 2017, to tackle housing delivery and look holistically at the mechanisms and priorities to accelerate growth.</p>	
Economic Rationale for Investment	
<p>Leeds City Region’s economic vision as set out in its Strategic Economic Plan (SEP) 2016-2036 is: <i>“To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone”</i>. The SEP’s focus on the principal of ‘Good Growth’ means achieving the right quantity <i>and</i> quality of growth, and combines:</p> <ul style="list-style-type: none"> • improved productivity and economic output; • good jobs, incomes and reduced inequalities; and • quality of place, environmental good practice and low carbon emissions <p>The four priorities of the SEP taking forward this principle primarily includes Priority 4 ‘Infrastructure for Growth.’ The collective aspiration for housing growth set out in the SEP identifies the ambition to increase housing delivery in the range 10,000 – 13000 net additional dwellings per year by 2021. Overall, City Region housing growth delivery has significantly improved over the past five years from a net housing completions low of 5,900 (2012/13) to 11,057 (2016/17). This is in part due to a progressive and supportive local planning system across the City Region with Local Planning Authorities significantly increasing the number of planning permissions for housing, which has risen from 7,600 (2012/13) to over 17,000 (2015/16); but it is also due to particularly strong delivery performance in a number of districts.</p> <p>However, several districts are not realising their full potential in terms of housing delivery with many stalled in some locations. A key constraint to bringing sites forward are the gaps in resources, particularly within local authorities to develop schemes to delivery readiness, which is critical to developing projects to a point where they become fundable and can then enter the delivery phase. A key issue that has particularly been emphasised by public sector partners as impacting on delivery levels, is the shrinking capacity and reduction of expertise within local authorities and Homes England. This is particularly in relation to major schemes’ project development, legal and wider development expertise.</p> <p>The refreshed housing policy position which underpins the need for this investment has been guided and shaped by the existing and emerging housing research, including:</p> <ul style="list-style-type: none"> • LCR Housing Market Assessment (2015) • LCR Private Sector Stock Modelling and Health Impacts Assessment (2016) 	

<ul style="list-style-type: none"> • LCR Housing Markets Geographies Study (2016) • LCR Housing Affordability Refresh (2016) • LCR Housing Requirements (2015/16) <p>This joint evidence base complements further more detailed work at the local level undertaken by individual local authorities, Registered Providers and other partners.</p>
<p>Type of interventions to be supported</p>
<p>Interventions should therefore include exploring the benefits of providing additional capacity and expertise where the support is needed to fill capacity gaps and accelerate delivery of more homes and major growth schemes across the whole of the City Region. Priorities for support include;</p> <ul style="list-style-type: none"> ▪ Financial and option appraisal feasibility reports and/or design studies including master planning, market demand reports ▪ Site clearance, remediation and land assembly ▪ Due Diligence to interrogate developer proposals for quality and financial robustness ▪ Technical Studies/surveys eg. Hydrology, Topographical ▪ Flood alleviation ▪ Infrastructure costs such as new roads and drainage
<p>Geographical coverage / area of delivery e.g. city region wide, district level</p>
<p>Interventions should aim to deliver quality schemes, accelerate construction and increase housing delivery across the City Region, but particularly in those districts where housing completions are below target levels.</p>
<p>Target Group(s) – where applicable</p>
<p>Areas within the current SEP – Spatial Priority Areas, Urban Centres and Housing Growth areas which deliver balanced ‘inclusive housing growth across all tenures, suitable for a range of different households and options offering affordable price ranges.</p>
<p>Deliverables and outcomes</p>
<p>Supporting and stimulating housing growth and investment across the City Region to deliver the ambitions in the Strategic Economic Plan (SEP). This will be achieved by ;</p> <ul style="list-style-type: none"> ▪ Developing the pipeline to deliver to the top end of the SEP target of 13,000 new homes built p/a (current delivery is at 11,000 completions 16/17).
<p>Additional requirements & Definition of Terms (where applicable)</p>
<ul style="list-style-type: none"> ▪ Requests for funding through the BRP should demonstrate how they add value to funding provided by Homes England and WYCA Local Growth Fund and other investment for digital, broadband, flood resilience.

ANNEX 3 – BUSINESS SUPPORT, TRADE AND INVESTMENT

THEME PROGRAMME AREA	Business Support, Trade and Investment
Contribution to SEP Economic Objectives	Priority 1 – Growing Businesses
Aim of the Theme – Strategic context	
<p>To lead a targeted programme of activity to increase the number of large companies and SME's locating/relocating, expanding and exporting, preparing for, and accessing, the full range of finance options available to them, in order to create good quality employment opportunities within the City Region. Focus of activity should be in Leeds City Region key sectors of financial, professional and business services; advanced manufacturing; health and bioscience; creative and digital; food and drink; and low carbon & environmental industries.</p>	
Economic Rationale for Investment	
<p>To drive up productivity, growth and employment through an environment that enables businesses to start-up, innovate, trade and invest.</p> <p>Inward Investment</p> <p>On trade, work continues to champion closer and stronger collaboration between partners across the City Region to increase both the number of exporters and the contribution of exports to the City Region. This will support the government's ambition of trebling the number of exporters and increasing the value of exports by 2020. Our ambition is for the City Region to be an environment where trading internationally is commonplace. To achieve this, partners must work more effectively to ensure that more businesses are proactive in their approach to trading overseas and that they are supported in the most effective and appropriate way.</p> <p>As well as developing and maintaining local economic strengths, in the global economy the fortunes of local and regional economies are regarded as being crucially dependent on the ability to attract and embed resources from outside the region – including from overseas. Benefits include the initial investment, as well as a positive multiplier effect on the receiving economy, the creation of jobs, and access to the latest technology and learning from abroad. Also, there is less need to import because goods are produced in the domestic economy. It is regarded as critical, however, to embed such investments in regions to maximise the positive impacts – as well as make them less likely to leave.”</p> <p>The UK continues to be a leading destination for foreign direct investment (FDI). The number of FDI projects in Yorkshire & Humber increased by 145% between 2013 and 2014, the fastest growth of any region in the UK. Yorkshire & Humber attracted 49 investments from across the globe in 2014, creating 3,400 jobs. The number of American investments more than quadrupled from 3 to 13, whilst investment from India, Japan and major European nations also increased. Software has emerged as a major sector for investment, with investment in finance and business services also increasing and manufacturing remaining strong.</p>	

However, despite this improvement it can be argued that Yorkshire & Humber continues to underperform in the level of FDI it attracts. If the region's share of FDI was in line with its share of national economic output (GVA), Yorkshire & Humber could expect to attract around 6.5% of inward investment projects. Despite this recent upturn in performance, the region still only attracted 5.5% of FDI projects in 2014. Yorkshire & Humber's profile to international investors remains under developed, with only 2% of respondents to EY's UK Attractiveness Survey 2015 identifying Yorkshire & Humber as the most attractive region in the UK to establish operations.

The potential impact of Brexit is still unclear. However, it is important that as a City Region we engage with investors to anticipate and mitigate any impact. This engagement also provides a key opportunity to drive greater productivity and increase export levels.

Investor Readiness – Access to Finance

There is a wide range of SME finance currently available in Leeds City Region, with products ranging from seedcorn through to crowd funding and on to scale-up venture capital. This scale of provision from the private and public sector has increased further with the launch of the new £400m Northern Powerhouse Investment Fund (NPIF). Despite the volume and diversity of finance products available here, there is currently no dedicated impartial support for SMEs in the investor-readiness and market-awareness space. Since its launch in July 2015, access to finance and preparing for finance have been the most common category of enquires to the LEP Growth Service, with 1674 such enquiries up to mid-January 17. This equates to 67% of enquires to the Gateway (telephone, email and webchat), and just over 50% of enquiries to the team of district-based SME Growth Managers.

Extensive anecdotal evidence from discussions with businesses and private sector intermediaries reveals that many businesses are not aware of the different products available in the marketplace, and often believe that if their main bank funder turns down an application, other funding options are not worth pursuing. Discussions with banks and other funders in particular, highlights the fact that SMEs often fail to present the strength and 'investability' of their growth plans in a manner that appeals to investors. In addition the Leeds City Regions Innovation Strategy also has the specific action within it which this Call area would aim to address: *Advice & Investment Readiness: This package of support should provide businesses with advice on making compelling proposals for investment and preparing businesses to draw down external investment (and the obligations which will go with it).*

Type of interventions to be supported

Inward Investment

- Activity which helps detail what local areas and the city region have to offer investors – land / people / support / opportunities / unique selling points
- Adoption of a targeted approach to attracting businesses to locate in the district including the ability to attract high quality jobs that benefit local people, particularly graduates and apprentices
- Projects which can build upon a coordinated, regional approach to the key account management of strategically important foreign owned and inward investor businesses in Leeds City Region

<ul style="list-style-type: none"> • Support initiatives aimed at progressing sites to attract investment or inward investor occupiers, generating jobs growth and economic impact at regional level • Encourage collaboration, clusters and centres of excellence in high growth sectors • Profiling our key growth sectors and large scale developments and infrastructure projects which require significant capital funding • Promotion activity which demonstrate the Leeds City Region’s strengths and opportunities nationally and internationally.
<p>Investor Readiness – Access to Finance and business support</p> <ul style="list-style-type: none"> • Innovation advice and guidance to SMEs: support to implement innovation solutions and exploit the innovation potential of new processes and projects (including IP support and commercialisation, vouchers to access support from a variety of providers driven by business need etc); • Support for SMEs to access existing local and national innovation investment opportunities e.g. Innovate UK; • One-to-many workshops to be delivered across the city region covering the different categories of funding available to SMEs (e.g. debt, equity, grant, invoice / factoring, crowd, Angel, R&D Tax Credits etc), and the different products and providers within the categories and how to access them e.g. presenting robust business and financial plans and controls, match-funding, pitching skills, tax implications, dividends etc. • More detailed one-to-one advice surgeries for SMEs to prepare for, and access, external finance. • Specific workshops focussed on individual funds and/or funding opportunities, at which specific providers are invited to present to SMEs e.g. NPIF, Innovate UK, R&D Tax Credits. • Continued close working with the private sector intermediary network in the city region (e.g. banks, other funders, accountants, legal advisers etc.).
<p>Geographical coverage / area of delivery <i>e.g. city region wide, district level</i></p>
<p>Interventions should demonstrate impact and benefit for large companies and SMEs, across Leeds City Region.</p>
<p>Target Group(s)</p>
<p>Large and SMEs in the city region with growth ambition and/or looking to relocate and invest, with a targeted campaign on the key sectors of financial, professional and business services; advanced manufacturing; health and bioscience; creative and digital; food and drink; and low carbon & environmental industries.</p>
<p>Deliverables and outcomes</p>
<ul style="list-style-type: none"> • Number of enterprises receiving non-financial support • Number of new enterprises supported • Number of enterprises receiving information, diagnostic and brokerage support • Increase in jobs created • Increased awareness and take up of support available across the city region • Increase in SME productivity, investment and jobs created

- Increase in value of jobs created as measured through improvements in hourly / average wages and uptake of higher levels of skills
- Increase in business inward investment
- A more buoyant and joined-up marketplace for SME finance in the city region.
- Contribute towards the reduction of the proportion of jobs that pay less than the Real Living Wage

Additional requirements & Definition of Terms (where applicable)

- Partnerships and consortia bids across local authority boundaries are welcomed.
- Ability to clearly articulate demand and support from the business community for the proposed intervention.
- Sustainability of the proposed intervention.
- Track record in successfully delivering support to business.
- Added value to other support available for business, especially those delivered via the ESIF Programme across the City Region.
- Local Authority partners are encouraged to work with the LEPs Growth Service to ensure alignment and to avoid any duplication and sending out confusing messages to businesses.
- Expert knowledge and understanding of SME finance and of the key requirements of funders from the private and public sectors. In addition, proven track record in engaging with and supporting business with growth ambition.

DRAFT

ANNEX 4 – INCLUSIVE GROWTH

THEME PROGRAMME AREA	Inclusive Growth
Contribution to SEP Economic Objectives	All Pillars
Aim of the Theme – Strategic context	
<p>The aim of this theme is to address poverty, social exclusion and inequality in harmony with economic interventions that jointly achieve the best outcomes and opportunities for our citizens.</p>	
Economic Rationale for Investment	
<p>By integrating economic and social policy Inclusive Growth can be achieved. The City Region’s approach aims to address poverty, social exclusion and inequality in harmony with economic interventions that jointly achieve the best outcomes and opportunities for our citizens. Inclusive growth is about for example improving living standards and earnings, in-work progression, making the most of procurement and increasing productivity. Our Inclusive Growth approach aims to take a long term perspective and focus on productive employment rather than merely direct income redistribution as a means of increasing income for excluded groups.’</p> <p>There is increasing concern in the UK and overseas that disadvantaged groups and areas do not always benefit from economic growth. Evidence shows that growth in the form of additional national income or new jobs does not necessarily 'trickle down' to those most in need, including households experiencing poverty. This has led to calls to better understand the link between growth and poverty as the basis for promoting 'inclusive growth'</p> <ul style="list-style-type: none"> • There is a strong rationale for inclusive growth – growth that benefits everyone across the city region – grounded in clear economic, fiscal and social benefits. • Leeds City Region’s economic strengths are not being translated fully into inclusive growth. Over 450,000 people are income deprived – the fourth largest concentration of poverty in England. 22% of children in the City Region live in poverty, rising to 29% in Bradford. • It is estimated that the cost of poverty to the City Region is £3.6bn per year. • 16% of households have no-one in work, while 23% of working age people are economically inactive, both higher rates than the respective national averages (15% and 22% respectively). • When in work, one in five families in the City Region rely on in-work tax credits to top up their low pay. • Creating more and better jobs and connecting people in poverty to opportunities are at the heart of an inclusive growth agenda. This must be supported by improving children’s prospects, as only 50% of five-year olds eligible for free school meals have a good level of development in the City Region. <p>Growing the local economy is therefore fundamental to creating a more prosperous City Region. But growth alone is not sufficient to create an economy that works for everyone and which addresses entrenched problems of poverty and deprivation. Getting more people into jobs with decent pay and prospects leads to significant economic and social</p>	

benefits. For example each time an out-of-work benefit claimant moves into a job paying the voluntary Living Wage (which is set with regard to the cost of essentials) the local economy is boosted by £14,400 on average. Based on analysis by JRF, it is estimated that the cost of poverty to the City Region is £1,200 per person, a total of £3.6bn per year and there is also a cost to poverty in terms of worsened mental and physical health and shortened lives.

This theme aligns with the government's *modern industrial strategy* to boost UK productivity and earning power, and with government's intention to "spread prosperity and opportunity across the country through a new modern industrial strategy". This fits well with the city region's vision of a globally-recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

Digital Infrastructure and Inclusion

The LCR Strategic Economic Plan (SEP) has an ambition to ensure 99% of premises have access to superfast broadband by 2021. In West Yorkshire and York, the two phases of the BDUK Programme will mean that 99% of premises in the district have access to superfast broadband by the end of 2020. However, there are still c. 50,000 properties in West Yorkshire and York without superfast broadband access and many of these locations are in areas that are either rural and/or economically challenging locations. It is also projected that by 2020 the volume of global internet traffic is expected to be 95 times that of 2005. In the UK, fixed internet traffic is set to double every two years, while mobile data traffic is set to increase further at a rate of 25% to 42% per year.

Digital infrastructure can also play a key role in ensuring the benefits of digital connectivity and economic growth are better shared across geographical areas. There is agreement that the only way to future proof the UK's digital economy is with a full fibre network (fibre directly to the premise from source) – good quality, high speed Wi-Fi, 5G and fixed connections all require a fibre backbone to operate. Full fibre infrastructure also has the ability to act as a magnet for growth in digital innovation and skills and other deliver affordable high-speed digital connectivity to a range of residential and business users. The emerging Leeds City Region Digital Framework has 4 interconnected policy strands (reflecting the UK's Digital Strategy) these are:

1. **The wider economy** - helping every British business become a digital business
2. **Skills and inclusion** - giving everyone access to the digital skills they need
3. **The digital sectors** - making the UK the best place to start and grow a digital business
4. **Connectivity** - building world-class digital infrastructure for the UK

Whilst all of these strands are important and require concerted interventions to progress, our ambitions to support digital skills and inclusion as part of a smarter, digital tech leading City Region will not happen without the underpinning full fibre infrastructure being in place.

Type of interventions to be supported

Interventions to be supported must aim to improve and support one or more of the following; living standards and earnings, digital inclusion, employment opportunities for those most removed from the labour market, once in a job improve in-work progression and related productivity.

Activity to progress the Inclusive Growth Strategy

- a) Projects which will work with ‘anchors’ (large and local organisations eg. local authorities, colleges, hospitals, big business HQs) as economic assets to become ‘inclusive organisations’ as identified as a central workstream within the Inclusive Growth programme. This is based on evidence that bringing together large organisations at a City Region level around issues such as procurement, low pay and good jobs can make a substantive impact on inclusive growth objectives. This includes helping local people to secure good jobs; improving quality of life and opportunities for citizens; and further heightening positive impact on our places.
- b) See also ‘*Targeted programmes for specific cohorts*’ below.

Programmes of support for young people which promote an enterprise culture -

including: work on promoting better business engagement in schools; extending the better informed choices activity; address the significant longer term cultural challenges which need to be removed in order to shift the levels of entrepreneurship, innovation and educational and employment aspiration beyond the national average. (*potential to match fund with European Social Fund*)

- a) Provision which makes connections between businesses and schools to create employer encounters in schools and colleges through activities that promote employability skills.
- b) Enhanced support for disadvantaged students/young people to engage with employers
- c) Independent apprenticeship brokerage to support businesses and individuals to access apprenticeships.

Programmes to enhance digital inclusion including support for delivery of:

- a) a full fibre network allowing for enhanced digital inclusion and consistent digital coverage/access across wide geographies;
- b) 5G (mobile internet) connectivity; and
- c) Ultrafast Broadband connectivity and/or market stimulation for SME businesses or targeted demographic groups.

Targeted programmes for specific cohorts - although the City Region’s employment rate has recently improved in absolute terms and also relative to the national average, some groups remain excluded from the labour market to a large degree.

- a) **Support for young people at risk of NEET aged (15 to 17) and those already NEET up to age 21 and aged 24 for young people with learning difficulties and / or disabilities (LLDD).** The Services must meet the needs of the target group by delivering individually tailored solutions based on specific needs that lead to the onward progression of the individual. (*potential to match fund with European Social Fund*)
- b) **Programmes to support those unemployed and economically inactive people with (mental) health conditions and/or learning disabilities and/or difficulties** (NB participants can have diagnosed or undiagnosed conditions). Reducing the employment rate gap for people affected by health condition(s) or disability is one of the government’s priorities as highlighted in the recent “Improving Lives: The Work, Health and Disability Green Paper” available here:
<https://www.gov.uk/government/consultations/work-health-and-disability-improving->

lives. Provision must add value to the national Work and Health Programme. (potential to match fund with European Social Fund)

- c) **A programme to promote self-employment** which has particular advantages for people for whom employee work may be less suitable: for example, people with health conditions, or with caring responsibilities. Being self-employed can be challenging, but many people find that the benefits are endless; including the chance to use existing skills or personal interests, having financial independence, enjoying flexible working hours and meeting new people. Participants should benefit from a range of support to turn their ideas, skills or expertise into a business or social enterprise. *(potential to match fund with European Social Fund)*
- d) **Prototyping programmes for targeted cohorts** (evaluate, learn, upscale & replicate) in the spirit of the Inclusive Growth Strategy.

Geographical coverage / area of delivery e.g. city region wide, district level

Within the City Region 27% of its neighbourhoods are classified as being among the 20% most deprived in England. However, the proportions are higher for Bradford (42%), Barnsley (37%), Wakefield and Leeds (both 31%). The example of Leeds demonstrates that spatial patterns of deprivation are persistent over time, with many of the same neighbourhoods remaining among the most deprived over a period of more than a decade.

Activity to be supported will be those that can clearly demonstrate how those most removed from the labour market are able to benefit as a result of the intervention(s) proposed. Geographical coverage must be relevant to the type of intervention being proposed and the problem the activity aims to address. Some interventions may be delivered on a wider spatial area but deliver improved outcomes for the population as a whole rather than specific target groups.

Target Group(s) – where applicable

As defined under ‘type of interventions’.

Deliverables and outcomes

- Unemployed participants moving in to work, including self-employment on leaving
- Inactive participants moving in to work, or job search on leaving
- Number of participants progressing in work
- Participants in education or training on leaving (NEETs)

Outcomes

- Employment status improved
- Qualification profile improved
- Reduce the proportion of jobs that pay less than the Real Living Wage
- Triple the number of inclusive / anchor organisations. (Increasing local procurement to boost the City Region economy by over £200 million)

- Reduce the employment rate gap for all disadvantaged groups (e.g. disabled people, BME)
- Educational attainment (incl. gap for disadvantaged at different stages) improved
- Improved healthy life expectancy
- Increased % of households with access to Ultrafast Broadband connectivity
- Well-being and associated indicators

Additional requirements & Definition of Terms (where applicable)

Local Authority partners are encouraged to ensure they work in partnership, at both LEP level and local authority level, align activity with the LCR Business Growth and Skills and Enterprise Services and other ESIF and LEP funded programmes – in particular working closely with the district level ESF providers to avoid duplication and ensure added value and to ensure provision is complementary.

All activities must also complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions/Big Lottery, Department for Media Culture and Sport, Education and Skills Funding Agency, local authority, National Careers Service and Careers Enterprise Company funded provision for example.

In addition applications which can be used as match funding for future ESF provision which will clearly add value are welcomed.

ANNEX 5 – APPLICATION PROCESS

Business Rate Pool – Funding Application

This Application must be completed by the Applicant (this is the organisation requesting and accountable for the project funding requested as part of the Business Rate Pool) and submitted to the West Yorkshire Combined Authority (WYCA) as part of the Combined Authority's Assurance Process in order for any project to be considered for funding.

You are applying against the aims and objectives of one or more of the Specifications included at Annex 1 – 4. You should be clear under which theme, you are applying.

Completing the form

- All sections **highlighted in light blue** must to be completed by the Applicant. *"Advice for completion"* text within light blue boxes should be overwritten. **Please do not write in the white boxes.**
- Detailed guidance and examples for completing the form can be found within the template.
- **The closing date for applications is Friday, 1st June 2018, 12 noon**
- Once completed, the application form should be sent to the Combined Authority at BRP@westyorks-ca.gov.uk
- For further information please contact the Combined Authority via:
 - Email: heather.waddington@westyorks-ca.gov.uk
 - Tel: (+44) 07890 314289

Business Rate Pool – Funding Application

Section A: Applicant Details & summary of funding requested

Name of Project:	
Location of Project (including postcode):	Full address where possible. If none existent address, then please put brief description of location. If project covers or benefits more than one district then please add description and name the Local Authority areas covered. If a map of the project location is available, please provide.
Lead organisation:	e.g. Local Authority (LA) /Combined Authority (CA) name. If not a LA/CA please state below the LA Leader who is sponsoring your application
LA Leader sponsoring your application:	
If not a LA/CA - type of organisation:	e.g. Government Agency / Education establishment / Private Company / Voluntary organisation / Other

Lead contact:	This should be the individual who is responsible for representing the lead organisation in liaising with WYCA as the project is progressed
Position:	
Phone number (landline):	
Phone number (mobile):	
Email address:	
Postal address:	

Is any information in this form is considered exempt from release under Section 41 of the Freedom of Information Act 2000	Yes	
	No	

What is the Total Cost of your project ?	£
How much funding from the BRP are you requesting ?	£
% of funding requested of total project cost ?	%

Section B: Project Details

<p>Theme Programme Area your project is applying under</p>	<p>Theme areas are set out in Annexes 1 – 4. Your project may span one or more of the themes. (Annex 1 Culture, Sport & Major Events, Annex 2 Enabling Housing Growth, Annex 3 Business Support Trade & Investment, Annex 4 Inclusive Growth)</p>
<p>Please set out a description of your project, explaining clearly how, with regard to strategic fit, how your project meets the Theme Area of the BRP Prospectus (Annex 1 – 4). Where it will help to describe the project you should submit relevant maps, plans or drawings. (This section should be no more than 3 pages)</p>	
<p>Project Description:</p>	
<p>Advice for completion:</p> <p>Clearly explain what the project intends to do, how it will be done and what specifically the project will achieve. The description must focus on the project, not an overarching strategy or end result. When reviewing your answer consider:</p> <ul style="list-style-type: none"> • Is it clear what the project is doing? • Is it clear how the project will be delivered? • Is it clear who will deliver the project? • Is it clear when, where and to whom the project will be delivered? • Are there clear objectives <p>Please:</p> <ul style="list-style-type: none"> • avoid using jargon, acronyms and technical language • avoid background information which is irrelevant • do not assume the reader has prior knowledge of the project • avoid using too many collective terms e.g. a ‘programme of activity’ – specify what the programme of activity is, or ‘a range of equipment’ – specify what equipment <p>Please keep your answers as short as possible and present the information in plain English. The person assessing your application will have no prior knowledge of you or your project. If the WYCA cannot understand the project it cannot assess it against the Selection Criteria and your application may be rejected.</p>	
<p>Strategic Fit:</p>	

Describe how the project meets the aims, specific needs and opportunities identified in the Theme Annex(es) of this Prospectus (Annex 1 – 4).

The project should be based on a clear intervention logic. This means that there should be a clear link between the needs and opportunities set out in the Theme Annex, the activities the project will undertake, the outputs of the project and its longer term impacts.

Problem and / or Opportunity: Please describe the problem and/or opportunity this project is intended to address.

Advice for completion:

- Set out what the problem or opportunity is.
 - e.g. There is a lack of private funding to expand a business and without public intervention new jobs won't be created.
 - e.g. There is an opportunity to implement a project that unlocks land for development, such as for housing.
- Refer to any evidence that suggests there is a need or demand for this project and that this need cannot be met through existing mechanisms.
- Refer to any evidence available to support the projected take-up by the market.
 - e.g. Will the project result in business growth and innovation, growth in sector employment, growth in sector contribution to GVA, reduction in skills shortages / gaps?
 - e.g. Are there new housing sites/employment sites that have a need for further development to unlock and accelerate growth

Key Activities to be Funded:

Advice for completion:

- Provide a high level summary of what the funding will be spent on.
 - e.g. the BRP funding will be used to pay for 100% of the project, which will include staffing costs, costs for a feasibility study, marketing etc.
 - e.g. the BRP funding will be matched funded by a bank loan to support the building of key infrastructure to create 20 new jobs, provide specialist facilities in the automotive engineering components sector.
- Please include the total project costs, with a breakdown by key expenditure headings eg. Staff costs, marketing, feasibility study

Please indicate whether any other options have been considered in order to deliver the solution.

Advice for completion:

Provide a summary of any supporting work undertaken to develop a Long List of options and what assessment has taken place to develop Short List of options.

- For example:
 - Non-financial options assessment examining the advantages and disadvantages of each option from the Long List
 - Use of Critical Success Factors to evaluate the Long List of options against the Project Objectives to determine the Short List of Options
- Reference any supplementary or supporting work that has been carried out to establish a Shortlist of Options e.g. commissioning of a review, workshops, high level appraisal/assessment.

Section C: Project Outputs and Outcomes

What are the Project Outputs?

Your outputs must relate to those set out in the relevant Theme Annex you are applying under (Annex 1 – 4). You must explain the rationale for the numbers provided

Type of output	Number to be delivered
Eg. Jobs created	20

Please explain how you arrived at the outputs and quantification of these outputs ;

What are the Project Outcomes?

Advice for completion:

- **Your outcomes must relate to those set out in the relevant Theme Annex you are applying under (Annex 1 – 4)**
- Include any wider know benefits of the project e.g.:
 - Environmental benefits
 - Health and well-being benefits
 - Connectivity benefits
 - Place making benefits

Section D: Project Funding

	Year 1	Year 2	Year 3	Total	Current status
Time Period	e.g. 1 Apr 18 – 31 Mar 19				
BRP Grant requested					
Applicants' own funds (specify here)					e.g. Secured / Pending / Applied For
Other public sector (specify here)					
Other private sector (specify here)					
Total Cost					

Grant or Loan? (If applying for a loan please complete below):	
When will the loan repayments start?	(month / year)
When will the final loan payment be made?	(month / year)

Please indicate and name the source of all other funding within the project e.g. own company funds, bank loan, other funding streams etc.	
e.g. Bank Loan	(£1.50m)

What are the implications if the project does not secure BRP funding?
Advice for completion:
<ul style="list-style-type: none"> E.g. The project will not go ahead. It could be delayed. It goes ahead but at a much reduced scale. Outputs and outcomes are no realised.

Section E: Project Delivery & Timetable

Project Timetable	
Proposed Start Date	
Proposed Financial Completion Date	
Key dates and milestones	
<p>What are the key milestones for the development and implementation of the project?</p> <p>Examples may include (but not limited to): Commencement and completion of procurement/recruitment, Planning permission approved, Consents in place, the start of delivery, Completion of first/final activities, Project Close etc</p>	
Milestone	Target Date

<p>Please describe how the delivery of the project will be managed, including details of any other organisations involved in its delivery, management arrangements, project milestones and any links or interdependencies to other projects</p> <p>(This section should be no more than 2 pages)</p>	
Delivery partners:	
Role / Organisation	Responsibility in project delivery
e.g. Project Manager, Project Board, SRO etc.	
e.g. Council, business, college etc	

What are the current known risks on the Project:
<p>A risk register should be submitted as a supporting appendix detailing the main risks for the programme / project, using the Risk Register Template: Risk Register Template</p>

Are there any potential barriers/constraints to the Project that will impact on delivery:

Advice for completion:

- Does the project require planning permissions? Are these in place?
- Are there land ownership issues? If so, have they been sorted?
- Does the project have any potential state aid issues?
- Is there any match funding to be confirmed?

Linkages/Interdependencies with other projects:

Advice for completion:

- Does the project link to other activities being delivered within the City Region or nationally? If so, provide name and brief description of supporting project(s), including their outputs
- What is the status of any supporting project?
- Is your project reliant on the supporting project going ahead (or vice versa)?
- What would be the implications on supporting project if your project does not secure funding?

Section F: Declaration and Submission

Declaration: Please complete the declaration below to confirm that the information you have provided is to the best of your knowledge, correct at the time of writing.

Name:	This should be someone who has authority for signing off an application for funding in the organisation
Position :	
Organisation:	
Signature:	
Date:	

**FOR APPLICANTS WHO ARE NOT A LOCAL AUTHORITY/
COMBINED AUTHORITY please also complete the table below
before submitting your application**

Main activities of organisation:		
Registered company number (if applicable):		
Private company details (if applicable):	Do you have at least 12 months trading history?	Yes / No
	What is your company's turnover for the last 12 months?	£
	Does your business employ:	
	- Fewer than 50 employees	Yes / No
	- 50 – 249 employees	Yes / No
	- 250 employees or more	Yes / No

ANNEX 6 - STREAMLINED POOL CRITERIA FOR EVALUATING PROPOSALS

Criteria	Description – ALL PROJECTS REQUESTING OVER £100,000 OF BUSINESS RATE POOL MONIES	FOR PROJECTS UNDER £100,000 BUSINESS RATE POOL MONIES
Strategic Case	<ul style="list-style-type: none"> • Is the proposal clearly defined? • Does the proposal address the specific theme(s) identified in the BRP Specification? • Has the need and opportunity which the proposal will address been clearly described (has the supporting evidence for this been supplied and clearly set out)? • Is there a strategic fit with wider city region policies and goals (has this been clearly described in the strategic case narrative)? • Is the project designed to address the identified need across a number of local authority areas (what is the spatial extent of project)? • Has the link between outputs and outcome been clearly set out (the clearer the logic chain here the better)? 	<ul style="list-style-type: none"> • Does the proposal address the specific theme(s) identified in the BRP Specification? • Is there a strategic fit with wider city region policies and goals (has this been clearly described in the strategic case narrative)? • Is the project designed to address the identified need across a number of local authority areas (what is spatial extent of the project)?
Commercial Case	<ul style="list-style-type: none"> • Is there a clear rationale for BRP funding – has the reason for public sector investment been set out clearly? • Is there a clear description of why BRP funding provides an optimal solution to the development of the project (how has the options assessment 	<ul style="list-style-type: none"> • Is there a clear rationale for BRP funding – has the reason for public sector investment been set out clearly? • What is the evidence of need/demand for the proposal (any supporting market needs or

	<p>informed the pathway – what other funding streams were considered)</p> <ul style="list-style-type: none"> • What is the evidence of need/demand for the proposal (any supporting market needs or feasibility assessment you have undertaken should be set out)? • Does the project unlock future investment(s) – e.g. will the project unlock further investment from the private sector that might not otherwise happen or accelerate development(s)? 	<p>feasibility assessment undertaken should be set out)?</p>
<p>Economic Case</p>	<ul style="list-style-type: none"> • Are the outputs which the project will support clearly set out, phased and contribute to those set out in the Specification (evidence of the approach and assumptions used will need to be supplied – where outputs are derived please state the source e.g. HCA Employment Density)? • Does the project offer value for money – this will be principally assessed using a cost per job assessment (please note that this is the full project cost). • Wider economic benefits – e.g. the extent to which the identified outcomes will lead to an increase in GVA ; for instance increased visitor spend driving local expenditure, inclusive growth interventions enabling hard to reach groups to enter employment and more SME's accessing finance to drive expansion and growth. 	<ul style="list-style-type: none"> • Are the outputs which the project will support clearly set out, phased and contribute to those set out in the Specification (evidence of the approach and assumptions used will need to be supplied – where outputs are derived please state the source e.g. HCA Employment Density)? • Does the project offer value for money – this will be principally assessed using a cost per job assessment (please note that this is the full project cost).

<p>Financial Case</p>	<ul style="list-style-type: none"> • Has the applicant clearly set out the funding request in terms of capital or revenue support? • Does the project unlock other match funding – from either the public or private sector? • Has this funding been confirmed or is there a clear timescale for confirmation? • Has a breakdown of the project expenditure costs been provided? Are they robust and realistic? • Is there a proposal for the Pool to achieve any financial return through the project – if so has this been clearly set out? 	<ul style="list-style-type: none"> • Does the project unlock other match funding – from either the public or private sector? • Has this funding been confirmed or is there a clear timescale for confirmation?
<p>Management Case</p>	<ul style="list-style-type: none"> • How will the project be managed – have the roles and responsibilities of delivery partners been clearly set and is there a clearly identified project governance structure? • Are delivery timescales clearly indicated and are they realistic? • What are the main risks facing this scheme – has the Risk Register Template been completed? • Are there any dependencies which could affect the identified key milestones? • Has the declaration been completed at the approved level by the applicant? 	<ul style="list-style-type: none"> • How will the project be managed – have the roles and responsibilities of delivery partners been clearly set and is there a clearly identified project governance structure? • Are delivery timescales clearly indicated and are they realistic?

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