

LA / LEP INTEGRATION PLAN TEMPLATE

INTRODUCTION AND GUIDANCE

Government has [confirmed](#) that Local Enterprise Partnership (LEP) core functions – namely, business representation, local economic planning, and the delivery of Government programmes where directed – from April 2024 should be delivered by local authorities.

This template is intended to aid the process of integration and inform the direction of any future government funding. This document should be read in parallel with the [guidance](#) published on the integration of LEP functions into local and combined authorities on 4 August 2023. Government expects decisions on the transfer and delivery of current LEP functions to be made locally.

Government expects functions to be delivered over current or potential devolution deal geographies so far as possible. Outside of areas with an agreed devolution deal, it is expected that functions will be exercised by the upper tier local authority, working with other upper tier local authorities as appropriate. Where multiple upper tier local authorities operate within an area, only one return is necessary. The authority which submits the return on behalf of the whole area should ensure all upper tier local authorities have agreed to the return and copy it to the LEP Chair.

It is recognised that the formal process of transferring any assets, loans, investments, or liabilities between existing LEP(s) and local democratic institutions will require agreement between both parties. All parties must follow the relevant laws and regulations that apply, including having due regard for the Public Sector Equality Duty.

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

Completed plans should be sent to the central LEP Integration inbox (LEP.Integration@levellingup.gov.uk), copying all relevant parties (all upper tier local authorities and LEP Chair) and the relevant Area Lead in the Cities and Local Growth Unit.

The deadline for submission of this plan to Government is **23:59hrs on Thursday 30 November 2023** or earlier if possible, to help inform future funding decisions.

SECTION 1: CORE INFORMATION

Core details and current arrangements	
1.1 Name of LEP which is to be integrated.	South East Local Enterprise Partnership (SELEP)
1.2 Name(s) of upper tier authority or authorities into which LEP functions are being integrated.	Kent County Council (KCC) and Medway Council (MC)
1.3 Current relationship with the LEP	<p>Both KCC and MC work very closely on a day-to-day basis with SELEP as follows:</p> <p>Kent:</p> <ul style="list-style-type: none"> • KCC's Leader is a board director for SELEP • KCC provides a secretariat function for the Kent & Medway Economic Partnership (KMEP), one of four federated boards under SELEP • KCC manages the contract for the Kent & Medway Growth Hub on behalf of SELEP • KCC collates monitoring information for Kent-based LGF, GBF and GPF projects on behalf of SELEP <p>Medway:</p> <ul style="list-style-type: none"> • MC's Cabinet Member for Economic and Social Regeneration & Inward Investment is also a board director for SELEP • MC collates monitoring information for Medway-based LGF, GBF and GPF projects on behalf of SELEP <p>Senior officers from KCC and MC meet regularly with SELEP to discuss and agree activities and priorities and ensure a two-way flow of information between SELEP and the federated area of Kent & Medway. They also ensure that the area is fully represented in SELEP's network and partnership groups.</p> <p>The MC Director of Place was previously Chief Executive Officer of SELEP for seven years and has complete understanding of the various LEP workstreams required for integration.</p>
Integration leads	
1.4 Contact details for integration leads	<p>SELEP: Helen Russell, CEO Helen.Russell@Southeastlep.com, [REDACTED]</p> <p>KCC: Steve Samson, Interim Head of Economy steve.samson@kent.gov.uk, 03000 417167</p> <p>MC: Sunny Ee, Assistant Director, Regeneration, sunny.ee@medway.gov.uk, 01634 331030</p> <p>Jessica Jagpal, Strategy & Investment Programme Manager jessica.jagpal@medway.gov.uk, 01634 331544</p>

SECTION 2: GEOGRAPHY

Geography

2. Please set out the proposed geography for the delivery of LEP functions from April 2024.

Answers should confirm whether the proposed geography is coterminous with the current LEP geography. If not, answers should confirm that the proposed geography constitutes a functional economic area (FEA), with reference to the size of population, local travel to work areas (TTWAs) and any other relevant drivers of the local economy.

Where multiple upper tier local authorities operate across the proposed geography, you should confirm the governance arrangements and that service provision will be ensured across the whole geography – no authority should be left out and all parties should agree the arrangements.

The proposed geography for the delivery of LEP functions from April 2024 is **Kent and Medway** (i.e. the 12 Districts covered by Kent County Council and the Unitary Authority area of Medway). This is a functional economic area which has been one of the four federated areas within the wider SELEP geography. KCC has submitted an Expression of Interest to DLUHC regarding a potential devolution deal in August 2023. Medway Council was not, by mutual agreement, a signatory of that EoI, but both Councils are committed to working together on securing the best arrangements for Kent and Medway.

The total population of Kent and Medway is 1,858,300 (KCC area 1,578,500, Medway area 279,800).

The area is not coterminous with SELEP but is the area covered by one of SELEP's four federated boards.

The Kent and Medway economies are interdependent with external factors affecting both areas (skills, transport infrastructure etc.) and with many businesses, education providers and public sector agencies operating across the whole Kent & Medway geography.

Governance arrangements for LEP functions will be as follows:

KCC and MC will take shared responsibility for coordinating the leadership and implementation of LEP functions across Kent & Medway from April 2024 including business representation, economic strategy and the delivery of government programmes (see section 4 below). It is proposed that KCC and MC will each become their own Accountable Body responsible for monitoring their own existing capital (SELEP legacy) programmes including Local Growth Fund, Getting Building Fund and Growing Places Fund. Arrangements for any future funding streams will be decided by mutual agreement between KCC and MC considering government requirements and local need and priorities in the two upper tier local authority areas, underpinned by a partnership agreement to be put in place.

The Kent & Medway Economic Partnership will play a key role in decisions linked to the implementation of the Kent & Medway Economic Framework, future investments and responding to challenges and opportunities.

SECTION 3: BUSINESS VOICE

Current and future activity

3. Please set out how you intend to embed a strong, independent, and diverse local business voice into local decision-making across the area. Answers should cover the following points:

- (a) **Proposed model & governance structure** (e.g., a stand-alone business board, sub-board, or other structure)
- (b) **Membership** (including the mix, balance and diversity of independent business members and any other partners drawn from outside of the business community)

Proposed Model & Governance:

The **Kent & Medway Economic Partnership (KMEP)** is currently a federated board of the South-East LEP and consists of 33 board members. It will operate independently of SELEP from April 2024 and will provide strategic oversight of activity related to the economic growth agenda for Kent & Medway. The board consists of 17 business/private sector representatives including a series of individual business leaders across transport, horticulture, marketing, development, creative industry, manufacturing, and healthcare. In addition, and as part of the 17 private sector representatives, the KMEP board includes Kent Invicta Chamber of Commerce, the Federation of Small Businesses and the Institute of Directors. There are then 16 public sector representatives consisting of the 14 Local Authority Leaders for Kent & Medway and two education representatives (one for HE and one for FE). The board is chaired by a nominated private sector business leader and the board will play a key role in shaping economic growth in the county and Medway from April 2024. This will include co-developing and endorsing strategic economic plans, highlighting barriers to growth to government, working across Kent & Medway with other stakeholders to find solutions to economic challenges and overseeing the strategic targeting and prioritisation of future funding streams to ensure maximum impact in Kent and Medway. KCC provides a secretariat function for KMEP which includes leading the recruitment for new private sector board members who normally serve a two-year term. Medway Council actively participates as a partner of KMEP and has a good working relationship with KCC. KCC and MC will act as separate accountable bodies for existing funding allocations originally channelled through SELEP (LGF, GBF & GPF). The two authorities will put in place a partnership agreement for the deployment of any future funding streams including apportionments between the two upper tier areas, supported by KMEP in alignment with the Kent and Medway Economic Framework.

As part of LEP transition arrangements KCC & MC will also consider the targeted involvement of the private sector in a number of thematic and sector-focused sub-groups to be formed / continue after March 2024. In addition to this, Kent & Medway also has the **Kent & Medway Business Advisory Board (BAB)** which is a subgroup of KMEP. The group consists of around 40 local business leaders from different sectors, sizes of business and parts of the county. BAB additionally acts as a sounding board for KMEP and the local authorities in Kent to explore key economic issues affecting the private sector in the county. The businesses meet quarterly and through their active participation, provide an economic commentary which highlights key issues and helps to shape strategies, policies and programmes which support economic and business growth in Kent and Medway.

Representatives of the largest business membership organisations are also actively involved in KMEP and BAB and are able to feed into discussions on behalf of their broad membership bases:

- Kent Invicta Chamber of Commerce (an accredited Chamber with the British Chambers of Commerce)

- The Kent branch of the Federation of Small Businesses
- The Kent branch of the Institute of Directors

The wider local businesses community are also able to engage with informing the economic growth agenda locally thanks to connections with the many KCC, MC and district council services which support local businesses as well as through business networks coordinated by Kent & Medway's universities and other organisations such as Produced in Kent, Locate in Kent and Visit Kent.

KMEP also interacts with other groups and organisations in the county such as the Kent & Medway Employment Task Force, Public Health, Government Departments, Ports etc. and consults on economic strategies and relevant programmes.

Membership:

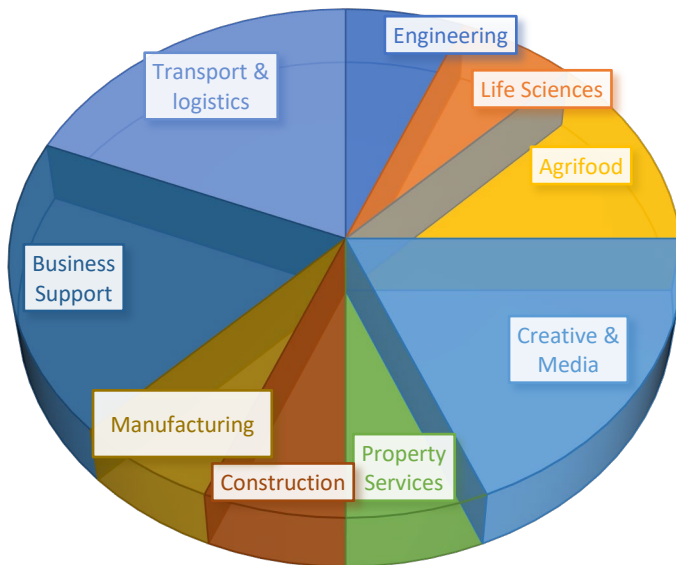
The current board membership of KMEP is as follows:

KMEP Private Sector / Business Board Members		
Name	Business	Sector
Matthew Arnold	Stagecoach	Transport
Mario Caccamo	NIAB EMR	Agri-food
Miranda Chapman	Pillory Barn	Digital & Creative
Roland Cooper	Considine Limited	Civil Engineering
Jason Davies-Baker	Unipet International	Manufacturing
Nick Fenton	Kent Housing and Development Group	Construction
Carol Ford	Fresh Food Production/Horticulture Task Force	Agri-food
Liz Gibney	Lee Evans Partnership LLP	Property Services
Jo James	Kent Invicta Chamber of Commerce	Business Support
John Keefe	Getlink Group	Transport
Vince Lucas	VA Rail Ltd	Transport
Andrew Metcalf	Maxim	Media
David Milham	Federation of Small Businesses	Business Support
Jo Nolan	Screen South	Digital & Creative
Sweena Badham	Institute of Directors	Business Support
Mayer Schreiber	Discovery Park	Life Sciences
Vacancy		

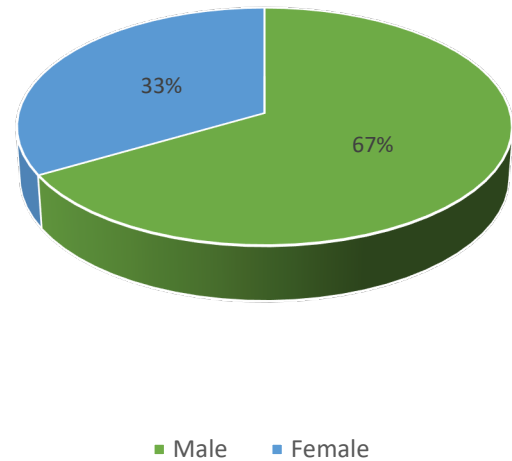
Local Authority Board Members	
Cllr Roger Gough	Kent County Council
Cllr Lauren Edwards	Medway Council
Cllr Noel Ovenden	Ashford Borough Council
Cllr Alan Baldock	Canterbury City Council
Cllr Jeremy Kite	Dartford Borough Council
Cllr Kevin Mills	Dover District Council
Cllr Jim Martin	Folkestone & Hythe District Council
Cllr John Burden	Gravesham Borough Council
Cllr David Burton	Maidstone Borough Council
Cllr Julia Thornton	Sevenoaks District Council
Cllr Monique Bonney	Swale Borough Council
Cllr Rick Everitt	Thanet District Council
Cllr Matt Boughton	Tonbridge & Malling District Council
Cllr Ben Chapelard	Tunbridge Wells Borough Council

Education Board Members	
Prof Jane Harrington	University of Greenwich (Higher Education)

CURRENT PRIVATE SECTOR KMEP MEMBERSHIP - SECTOR BREAKDOWN



Current KMEP Private Sector Members Gender Split

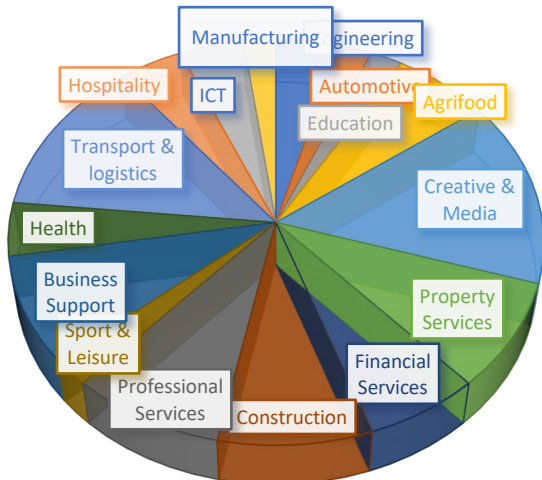


The current membership of the Business Advisory Board is as follows:

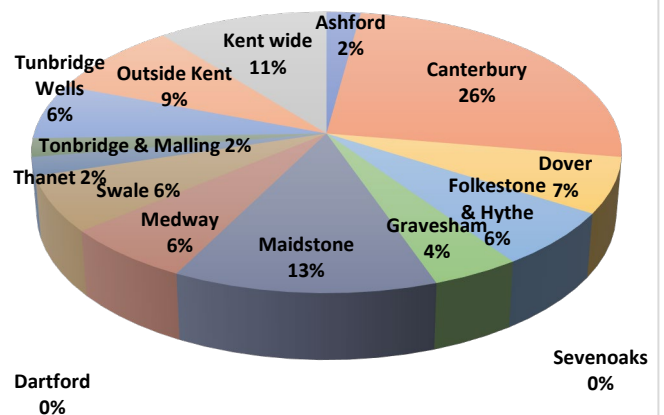
Name	Business	Sector
Matthew Arnold	Stagecoach	Transport
Troy Barratt	Contracts Engineering and BAMUK Group Ltd	Engineering
Paul Barrett	Barretts of Canterbury Ltd	Automotive
Simon Barnes	University of Kent	Higher Education
Mario Caccamo	NIAB EMR	Agri-food
Miranda Chapman	Pillory Barn	Digital & Creative
Tom Chown	Digitom Video Production	Digital & Creative
Roland Cooper	Considine Limited	Civil Engineering
Richard Christian	Port of Dover	
Kieran Dent	Bank of England	Professional Services
Karl Eliot	Clague LLP	Property Services
Nick Fenton	Nick Fenton Associates Ltd & Chairman of the Kent Housing and Development Group	Construction
Carol Ford	Fresh Food Production/Horticulture Task Force	Agri-food
Liz Gibney	Lee Evans Partnership LLP	Property Services
Karl Hudson	KIMS Hospital	Health
Richard Hall	Trenport Property Holdings Ltd	Investment
Iain Hawthorne	Oxbury Bank	Professional Services
William Hinckley	Bax Thomas French Ltd t/a BTF Partnership	Professional Services
Ashley Hook	MHS Homes Group	Construction
Jo James	Kent Invicta Chamber of Commerce	Business Support
John Keefe	Getlink Group	Transport
Emma Liddiard	Global Media	Media
Jeremy Licence	Furley Page	Professional Services
Vince Lucas	VA Rail Ltd	Transport
Samantha Mason	MBM Balance Ltd	Professional Services
Andrew Metcalf	Maxim	Media
Geoff Miles	Maidstone Studios	Media
David Milham	Federation of Small Businesses	Business Support
Jo Nolan	Screen South	Digital & Creative

Martin Prentice	IOD Kent	Business Support
Martyn Price	O'Halloran & O'Brien Ltd	Construction
Mark Quinn	Quinn Estates Limited	Construction
Kanagaratnam Rajamenon	Leaf Hotels Group	Hospitality & Leisure
Daren Rose	Lloyds Banking Group	Professional Services
Mayer Schreiber	Discovery Park	Life Sciences
Simon Storey	Kent Cricket	Sports & Leisure
Josh Fenton	Logistics UK	Logistics
Salim Somjee	Cripps LLP	Professional Services
Deirdre Wells	Visit Kent	Visitor Economy
Zoe Cairns	ZC Social Media	Digital & Creative
Stephen James	British Veteran Owned Ltd & Social Media for Schools	Digital & Creative
Gaurav Malhotra	Level 5	ICT
Claire Eckley	Eckley Farms and chair of Kent NFU	Agri-food
Jemma Fairclough-Haynes	Orchard Employment Law	Legal
Marion Brooks	Apogee Corp	HR/ICT
Jason Davies-Baker	Unipet International	Manufacturing

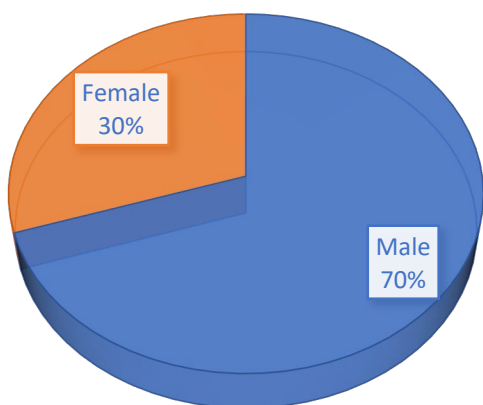
BAB MEMBERSHIP - SECTOR BREAKDOWN



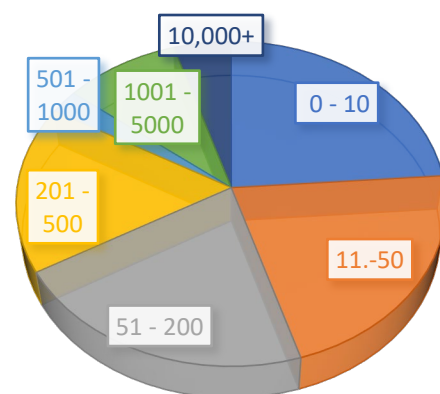
BAB Membership Across Kent



CURRENT BAB MEMBER GENDER SPLIT



BAB MEMBERSHIP BY BUSINESS SIZE



Current and future activity			
<p>4.1 Please list the projects, programmes and services currently delivered by the local LEP. <i>In each case you should indicate whether, subject to receiving equivalent funding, the upper tier local authority/authorities would continue to undertake each activity.</i></p> <p><i>Where a different set of functions/services is being delivered for a neighbouring area, you should repeat the exercise for that area.</i></p> <p><i>You do not need to include LEP activity delivered in a private capacity.</i></p>			
Title	Short Description (1-2 sentences)	Will the activity continue once the LEP is integrated? (subject to future funding)	
		Yes	No
Economic Strategy	The draft Kent & Medway Economic Framework will be finalised prior to March 2024 and will underpin the delivery of former LEP functions in Kent & Medway.	X	<input type="checkbox"/>
Local Growth Board	KMEP will continue to operate but will review its structure and activity prior to March 2024 to ensure alignment with post-LEP functions and the new economic strategy. KCC will continue to provide KMEP's secretariat function.	X	<input type="checkbox"/>
Growth Hub	KCC has managed the Kent & Medway Growth Hub contract and is currently considering the most appropriate future delivery model to ensure no gap in service for local companies. The service will continue across Kent and Medway.	X	<input type="checkbox"/>
Partnerships & Networks	KCC, MC and SELEP have agreed which groups will continue to operate at a South East level, which groups will be replaced at a Kent and Medway level and which groups will cease. KCC & MC will work with local partners and stakeholders to ensure the continuation of sector and thematic groups. KCC and MC will work with SELEP and external networks to ensure that the county and Medway are represented in key groups such as the Greater South East Net Zero Hub in future.	X	<input type="checkbox"/>
Capital Programmes (LGF & GBF)	KCC and MC will separately assume accountable body status for overseeing the completion of ongoing LGF and GBF projects in their respective areas. Both authorities will report directly to DLUHC until projects have completed.	X	<input type="checkbox"/>
Capital Programmes (GPF)	KCC and MC will use returned capital loan funding to design and manage new funding programmes in line with strategic priorities.	X	<input type="checkbox"/>

	The plan for future funding streams will be predicated on a mutually beneficial and proportionate arrangement to be agreed between MC & KCC. The authorities would request flexibility in the deployment of this funding (capital and revenue, loans and grants) to be determined locally, and supported by KMEP aligning to opportunities set out in the Kent & Medway Economic Framework.		
Data & Intel	KCC, MC and the Kent & Medway Local Skills Improvement Plan team will collate relevant economic data to monitor the local economy and inform decision making and priorities.	X	<input type="checkbox"/>

SECTION 5: DELIVERY AND APPROVALS

Governance of the integration process
5.1 (a) What mechanisms will be in place to manage the integration process at the local level?
<p>The work is being delivered by KCC's Economy team with support from KCC finance, legal and HR functions, alongside MC's Strategy & Investment team, finance, legal and HR to work through the practical arrangements such as staffing and resources (to potentially be transferred from SELEP), transfer of capital funding agreements, data sharing etc.</p> <p>KCC and MC have participated in five workstreams coordinated by SELEP to plan for transition activity (governance & capital programmes; Growth Hub; data & intel; resources; and partnerships & networks).</p> <p>A formal 'key decision' has already been taken by KCC's Cabinet Member for Economic Development agreeing that KCC can take over LEP functions from April 2024.</p> <p>MC will present a paper on LEP transition to its Cabinet for decision in January 2024 for a formal decision to integrate LEP functions including appropriate delegated authorities.</p> <p>KMEP has agreed to the draft Kent & Medway Integration Plan and is being kept up to date on integration progress.</p> <p>KMEP will also 'own' the new Kent & Medway Economic Framework which has set out the challenges, opportunities and priorities for growing the local economy in the coming years. The LEP integration activity is being planned and implemented to support the strategy's realisation in future years.</p>
5.1 (b) If the existing LEP is intending to formally cease operation and dissolve following its integration, who will be responsible for managing the transition and any legacy issues?
<p>SELEP is intending to close at the end of March 2024. It is working closely with the six UTLAs in its geography including KCC and MC through its five workstreams.</p> <p>SELEPs integration plan was drafted on the basis of the outcomes of these working groups, each of which consisted of officers from all six UTLAs in the SELEP area. All of these organisations are continuing to work closely together on the implementation of the transition plan.</p>

Essex County Council is the accountable body for SELEP Ltd. and will lead on the management of any legacy issues in close cooperation with the other five UTLAs.

At a Kent & Medway level, KCC and MC are working closely together to ensure timely progress around transition of LEP functions.

KCC and MC will take on respective accountable body status for legacy funds.

Approvals

<p>5.2 Has this integration plan been agreed by the relevant boards/persons in both the local LEP(s) and local authority/authorities?</p> <p>Please copy all relevant parties (including the Chair of the local LEP(s)) when you submit this plan.</p>	<p>Yes X</p>	<p>No <input type="checkbox"/></p>
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SELEP's board agreed the first draft of its Integration Plan at a Strategic Board Meeting on 13 October 2023. Board members from KCC, MC and KMEP supported this decision. A final version will be presented to the board on 8 December.

KMEP also agreed the draft of a Kent & Medway Integration Plan on 3 October 2023, the key points of which are covered in this template. This template has been agreed by KMEP board members for agreement prior to submission.

At KCC, this plan has been agreed by: the Leader; the Cabinet Member for Economic Development; the Corporate Director for Growth, Environment and Transport; the Director of Finance (S151 Officer); and the Director for Growth and Communities.

At Medway Council, this plan has been agreed by the Leader; the Cabinet Member for Economic and Social Regeneration & Inward Investment; the Chief Operating Officer (S151 Officer); the Director of Place; and the Assistant Director, Regeneration.