

North Yorkshire Council

Executive Member Meeting

9.30am on Wednesday 9 August 2023

Grant Acceptance –York & North Yorkshire Growth Hub Business Support Service

Report of the Corporate Director Community Development

1.0 PURPOSE OF REPORT

- 1.1 To recommend that the Executive Member for Open to Business, following consultation with the Corporate Director of Community Development, the Corporate Director - Resources and the Assistant Chief Executive (Legal and Democratic Services), authorises the acceptance of the grant of £298,250 from the Department for Business and Trade.

2.0 BACKGROUND

- 2.1 The York and North Yorkshire Local Enterprise Partnership (YNY LEP) have in previous years delivered services across the York and North Yorkshire area for Growth Hub Business Support, as a free service providing business information, advice, and guidance on behalf of the Department for Business and Trade (formerly Business, Energy and Industrial Strategy – BEIS). YNY LEP act via their accountable body North Yorkshire Council (NYC).

3.0 CURRENT ISSUE

- 3.1 For 2023/2024 financial year, the offer of annual grant funding has been made in the sum of £298,250 from Dept for Business and Trade (DBT) for delivery of the York and North Yorkshire Growth Hub business support service (Appendix A).
- 3.2 The DBT funding for 2023/2024 for Growth Hubs confirmed at £298,250 is a slight increase on the previous year reflecting inflation. The focus of the DBT Growth Hub Grant Offer for 2023/24 is the flexibility which DBT are giving LEPs as to how they deliver the core Growth Hub offer, encouraging cross-border working, and the cluster model of Growth Hubs working together, where possible to increase efficiency and economies of scale.
- 3.3 The process requires a proposal to be submitted based on the annual allocated grant amount per MCA/LEP area. The 2023/2024 proposals have been assessed by DBT, the national programme managing authority. The grant covers the cost of staff resources to provide business support services and also allows for delivery of local activities. Following DBT approval of the service delivery plan, the grant offer can be issued which requires sign-off by the NYC Accountable Body S151 Officer. Due to the amount of the Grant, to enable the sign-off, a decision for acceptance is first required by Executive Member for Open to Business.

4.0 CONSULTATION UNDERTAKEN AND RESPONSES

- 4.1 Internal consultation is being undertaken with the Director of Community Development, Finance Services and Legal Services. An update on any matters arising will be given at the Executive Member meeting on 9 August 2023.

5.0 CONTRIBUTION TO COUNCIL PRIORITIES

5.1 The York and North Yorkshire Growth Hub business support services which will be enabled by the grant from DBT will contribute towards :

Economy

- economically sustainable growth that enables people and places to prosper
- new and existing businesses can thrive and grow
- North Yorkshire has a high profile, is influential nationally and receives its fair share of resources

6.0 ALTERNATIVE OPTIONS CONSIDERED

6.1 The alternative would be to decline the grant, which would result in being unable to provide the level of service expected by Government, through the DBT approach to delivery of local business support through Mayoral Combined Authorities/Local Enterprise Partnerships.

7.0 IMPACT ON OTHER SERVICES/ORGANISATIONS

7.1 The York and North Yorkshire Growth Hub offers business support services across York and North Yorkshire, and the delivery of the service is managed in close collaboration with both North Yorkshire Council and City of York Council to avoid duplication of service and resources, but to maximise benefits and impact for business.

8.0 FINANCIAL IMPLICATIONS

8.1 The total grant funding offer is £298,250 from DBT for delivery of the York and North Yorkshire Growth Hub business support service. The Terms and Conditions of the grant are currently being reviewed by NYC Legal Services (Appendix B).

8.2 The grant will be payable to NYC, as the accountable body for the YNY LEP, and a grant agreement will be in place between NYC and DBT. Payment of grant will be made quarterly in arrears based on evidence of expenditure, which is wholly on staff salary costs. YNY LEP will administer monitoring and reporting of the grant funding programme activity and will ensure compliance with NYC Finance and Legal requirements.

8.3 The final Grant Offers from DBT will be sent electronically (via Adobe Sign) for approval and signature by Corporate Director Strategic Resources.

8.4 The level of financial risk is low, due to the grant being used wholly to cover salary costs of the staff involved in delivering the Growth Hub business support service for York and North Yorkshire. The service has been established and operating in the same way for several years therefore systems and processes are already in place to ensure minimal risk to grant claims and associated processes.

9.0 LEGAL IMPLICATIONS

9.1 A formal agreement will be in place for the provision of the York and North Yorkshire Growth Hub business support service to be enabled by the grant from DBT. The 2023/2024 Terms and Conditions of the grant are being reviewed by NYC Legal Services, and an update on any matters arising will be given at the Executive Member meeting on 9 August 2023.

10.0 EQUALITIES IMPLICATIONS

10.1 An Equalities Impact Assessment has been completed (Appendix C). No equalities implications have been identified.

11.0 CLIMATE CHANGE IMPLICATIONS

11.1 A Climate Change Impact Assessment has been completed (Appendix D) and no climate change implications have been identified. It should be noted that there may be some indirect positive effects enabled by the Growth Hub business support activities, through working with businesses to help them improve their energy efficiency, reduce energy consumption, and associated costs, and to support them to implement decarbonisation measures to support environmental sustainability objectives for delivering the Route Map to Carbon Negative for York and North Yorkshire.

12.0 POLICY IMPLICATIONS

12.1 The arrangements for delivery of the Growth Hub service for York and North Yorkshire reflect current Government policy for supporting business growth, which is also designed to meet local business support requirements and take account of the specific needs across the local area.

13.0 HUMAN RESOURCES IMPLICATIONS

13.1 There are no HR implications – as this is a further year extension to the existing service, staff are already in post and will continue to deliver the same service for 2023/2024.

14.0 REASONS FOR RECOMMENDATIONS

14.1 The recommendation for acceptance of the grant from Department for Business and Trade will enable the Yorkshire and North Yorkshire Growth Hub business support service to continue during 2023/2024 for the benefit of businesses across York and North Yorkshire.

15.0 RECOMMENDATION(S)

15.1 To recommend that the Executive Member for Open to Business following consultation with the Corporate Director of Community Development, the Corporate Director - Resources and the Assistant Chief Executive (Legal and Democratic Services) authorises the acceptance of the grant of £298,250 from Department for Business and Trade.

APPENDICES:

Appendix A – Growth Hub Grant Offer Letter
Appendix B – Growth Hub Grant Offer Terms and Conditions
Appendix C – Equalities Impact Assessment
Appendix D – Climate Change Impact Assessment

BACKGROUND DOCUMENTS: NONE

Nic Harne
Corporate Director – Community Development
County Hall, Northallerton
27 July 2023

Report Author – Liz Philpot, Head of Delivery
Presenter of Report – Liz Philpot, Head of Delivery

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



**Department for
Business and Trade**
Apex Court, City Link,
Nottingham, NG2 4LA

29 March 2023

Dear LEP Chief Executive / MCA Chief Executive

ALLOCATIONS OF GROWTH HUBS FUNDING - 2023/2024

I wanted to follow up on my letter of 13 March 2023 confirming that the Secretary of State for Business and Trade had agreed core funding for Growth Hubs up to £12m for 2023/2024. I can now share with you the 37 individual allocations – please see the attached annex. All LEPs/MCAs will see an increase in their funding against that received in 2022/2023, with a total allocation of around £11.9 million.

As part of the process, we have taken this opportunity to ensure all allocations have at least funding of £261k, as well as reflect planned changes to Growth Hub delivery arrangements in the West Midlands and Warwickshire. This means that the allocations to those two areas are provisional at present and subject to ongoing discussions.

As noted in my earlier letter we will seek to begin the grant offer process and provide the necessary paperwork for 2023/2024 as soon as is possible.

If you have any immediate questions, please contact Growth.hubs@beis.gov.uk.

Kind regards

A handwritten signature in cursive script, appearing to read "R. Limb".

Rowena Limb

Director of Areas

Department for Business and Trade

Annex

LEP/GH	2022/23 £11m	2023/24 up to £12m
	(inc £40k to cluster leads and national co-ordinator in red)	
Black Country	231,000	
Buckinghamshire Thames Valley	231,000	261,000.00
Cheshire & Warrington	231,000	261,000.00
Coast 2 Capital	268,250	298,250.00
Cornwall & Isles of Scilly	271,000	301,000.00
Coventry & Warwickshire	271,000	
Cumbria	231,000	261,000.00
D2N2	350,000	380,000.00
Dorset	231,000	261,000.00
Enterprise M3	308,250	338,250.00
Gloucester & Gloucestershire	271,000	301,000.00
Greater Birmingham & Solihull	350,000	
Greater Cambridge & Peterborough	268,250	298,250.00
Greater Lincoln & Lincolnshire	286,625	316,625.00
Greater Manchester	390,000	420,000.00
Heart of the South West	268,250	298,250.00
Hertfordshire	268,250	298,250.00
Hull & E Yorks	215,375	261,000.00
Lancashire	268,250	298,250.00
Leeds City Region	390,000	420,000.00
Leicester & Leicestershire	268,250	298,250.00
Liverpool City Region	390,000	420,000.00
London	440,000	470,000.00
New Anglia	268,250	298,250.00
North East	390,000	420,000.00
Oxford & Oxfordshire	231,000	261,000.00
Sheffield City Region	350,000	380,000.00
Solent	268,250	298,250.00
South East	445,000	475,000.00
S E Midlands	308,250	338,250.00
Stoke & Staffordshire	268,250	298,250.00
Swindon & Wiltshire	231,000	261,000.00
Tees Valley	231,000	261,000.00
Thames Valley Berkshire	231,000	261,000.00
The Marches	231,000	261,000.00
Warwickshire GH/LEP		261,000.00
WMCA		420,000.00
West of England	350,000	380,000.00
Worcester & Worcestershire	231,000	261,000.00
York & N Yorkshire	268,250	298,250.00
Totals	11,000,000	11,894,625

Schedule 1

#ADD NAME OF ACCOUNTABLE BODY

2023-2024 Growth Hub Core Grant Funding

DETAILS OF EXPENDITURE ITEMS AND SERVICES,
FORECAST SPEND AND QUARTERLY CLAIM FORMNon-Cluster LeadsAccountable Body Primary Contact Details

Name of Accountable Body	North Yorkshire Council
Accountable Body Office Address	County Hall, Racecourse Ln, Northallerton DL7 8AD
Name of Accountable Body Finance Lead	Gary Fielding
Contact Details for This Person	gary.fielding@northyorks.gov.uk

LEP/MCA/County Council Primary Contact Details (different person from the person named above)

Name of LEP/MCA/County Council	York and North Yorkshire LEP
Name of the Project Manager	Andrew Raby
Contact Details for This Person	andrew.raby@ynygrowthhub.com
Name of Growth Hub	York & North Yorkshire Growth Hub
Name of Principle Growth Hub Delivery Body	York & North Yorkshire Growth Hub

Important Information

To note that core funding awards in 2023-2024 will, as in previous years, provide LEPs/MCAs/County Councils with revenue funding, which can only be spent on core Growth Hub delivery and development activities to support the Conditions of Grant Funding detailed in the Schedule 3. It cannot be used to make direct grants to business or to support/promote any commercial and/or fee-charging services operated by the LEP/MCA/County Council or Growth Hub.

Activities can take place across LEP/MCA/County Council boundaries, with other LEPs/MCAs/County Councils/Growth Hubs either within the cluster or further afield, subject to local agreement and as long as individual LEPs/MCAs/County Councils remain within allocations and all spend is clearly auditable. Please add the details of these activities in each quarter below and ensure that the spend figures are: -

- a) the total amount being paid by only your LEP/MCA/County Council/GH for the whole of this activity, or
- b) represents your contribution being paid to another LEP/MCA/County Council/GH who will be actually leading and/or paying for the whole of this activity

This will help the Department of Business and Trade (DBT) to understand exactly who is paying for the actual cross LEP/MCA/County Council/GH activity and ensure that there is no level of double recovery for these activities.

Note: Examples of 'Eligible and Ineligible Expenditure' for the purpose of this Grant are set out in Schedule 1A.

In addition, to enable DBT to commission an annual audit of Growth Hub spend in line with recommendations made by the Government Internal Audit Agency (GIAA), Accountable Bodies are asked to be explicit when providing 'Eligible Expenditure' detail in relation to the item or services to be purchased or procured during 2023-2024 and provide full costed details below.

Note: All Eligible Expenditure must be claimed net of VAT where it is recoverable from HM Revenue and Customs.

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each item or service being procured	
Quarter 1 April to June 2023	Expenditure Detail	Estimated Spend (£)
	1 x FT Growth Hub Manager salary, NI, & pension	£ 17,040
	1 x FT Delivery Manager salary, NI, & Pension	£ 14,715
	1 x FT Business Relationship Manager salary, NI & Pension	£ 12,326
	1 x PT (0.6 FTE) BRM salary, NI & Pension	£ 4,669
	1 x FT Business Relationship Manager salary, NI & Pension	£ 6,116
	1 x FT Helpdesk Advisor salary, NI & Pension	£ 7,994
	LEP Comms recharge	£ 11,700
TOTAL AMOUNT BEING DRAWDOWN FOR QUARTER 1		£ 74,560
PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each item or service being procured	
Quarter 2 July to September 2023	Expenditure Detail	Estimated Spend (£)
	1 x FT Growth Hub Manager salary, NI, & pension	£ 17,040
	1 x FT Delivery Manager salary, NI, & Pension	£ 14,716
	1 x FT Business Relationship Manager salary, NI & Pension	£ 12,326
	1 x PT (0.6 FTE) BRM salary, NI & Pension	£ 4,670
	1 x FT Business Relationship Manager salary, NI & Pension	£ 6,117
	1 x FT Helpdesk Advisor salary, NI & Pension	£ 7,994
	LEP Comms recharge	£ 11,700
CLAIM INFORMATION (£)		
Quarter 2 claim	*TOTAL AMOUNT BEING DRAWDOWN IN QUARTER 2	£ 74,563
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 2	£
	VARIANCE	£
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	£
	TOTAL FUNDING REMAINING TO BE CLAIMED	£
	TOTAL GRANT FUNDING COMMITTED	£
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
Grant to be utilised to pay or contribute to the salaries and costs of Business Relationship Mangers for delivery of Growth Hub services on the ground. Additional costs to be covered by funding from partners and/or LEP. LEP cross charge for Comms and Marketing Support in the form of website, social media management, design and production of marketing materials, etc.		

No expected underspend

***Evidence of defrayal of grant/type of spend:** Please provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence salaries paid and of assurance of payments made; via the provision of a copy of the relevant general ledger and the completed spend spreadsheet.

PROJECT ACTIVITY INFORMATION

Period of claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each item or service being procured	
Quarter 3	Expenditure Detail	Estimated Spend (£)
October to December 2023	1 x FT Growth Hub Manager salary, NI, & pension	£ 17,040
	1 x FT Delivery Manager salary, NI, & Pension	£ 14,716
	1 x FT Business Relationship Manager salary, NI & Pension	£ 12,326
	1 x PT (0.6 FTE) BRM salary, NI & Pension	£ 4,670
	1 x FT Business Relationship Manager salary, NI & Pension	£ 6,117
	1 x FT Helpdesk Advisor salary, NI & Pension	£ 7,994
	LEP Comms recharge	£ 11,700

CLAIM INFORMATION (£)

Quarter 3 claim	*TOTAL BEING DRAWDOWN IN QUARTER 3	£ 74,563
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 3	£
	VARIANCE	£
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	£
	TOTAL GRANT FUNDING COMMITTED	£

Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:

Grant to be utilised to pay or contribute to the salaries and costs of Business Relationship Managers for delivery of Growth Hub services on the ground.
 Additional costs to be covered by funding from partners and/or LEP.
 LEP cross charge for Comms and Marketing Support in the form of website, social media management, design and production of marketing materials, etc.

No expected underspend

***Evidence of defrayal of grant/type of spend:** Please provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence salaries paid and of assurance of payments made; via the provision of a copy of the relevant general ledger and the completed spend spreadsheet.

PROJECT ACTIVITY INFORMATION		
Period of Claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each item or service being procured	
Quarter 4	Expenditure Detail	Estimated Spend (£)
January to March 2024	1 x FT Growth Hub Manager salary, NI, & pension	£ 17,040
	1 x FT Delivery Manager salary, NI, & Pension	£ 14,716
	1 x FT Business Relationship Manager salary, NI & Pension	£ 12,326
	1 x PT (0.6 FTE) BRM salary, NI & Pension	£ 4,670
	1 x FT Business Relationship Manager salary, NI & Pension	£ 6,117
	1 x FT Helpdesk Advisor salary, NI & Pension	£ 7,995
	LEP Comms recharge	£ 11,700
CLAIM INFORMATION (£)		
Quarter 4 claim	TOTAL BEING DRAWDOWN FOR QUARTER 4	£ 74,564
	ORIGINAL ESTIMATED AMOUNT QUARTER 4	£
	VARIANCE	£
Overall grant position including monies committed but not yet spent	TOTAL SPEND TO DATE	£ 298,250
	TOTAL FUNDING REMAINING TO BE CLAIMED (298,250)	£
<p>Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:</p> <p>Grant to be utilised to pay or contribute to the salaries and costs of Business Relationship Managers for delivery of Growth Hub services on the ground. Additional costs to be covered by funding from partners and/or LEP. LEP cross charge for Comms and Marketing Support in the form of website, social media management, design and production of marketing materials, etc.</p> <p>No expected underspend</p>		
<p>*Evidence of defrayal of grant/type of spend: Please provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence salaries paid and of assurance of payments made; via the provision of a copy of the relevant general ledger and the completed spend spreadsheet.</p>		

I certify that:

- (i) This claim covers satisfactorily delivered activities;
- (ii) Expenditure has been incurred by the Accountable Body¹;
- (iii) No part of this claim has been included on a previous claim or will be included on a subsequent claim to the Secretary of State;
- (iv) There are no sources of funding for these activities of which the Secretary of State has not been given notice in writing;

¹ "Incurred," means a legal commitment to pay.

(v) No part of this claim has been or will be paid by any other Accountable Body or by any public authority as defined in the Grant Offer Letter. No part of this claim has been received or is receivable by the Accountable Body in respect of the Project.

TOTAL AMOUNT BEING CLAIMED	£ 298,250
SIGNED BY SECTION 151/73 OFFICER OR DEPUTY 151/73 OFFICER	
PRINT NAME IN FULL	Gary Fielding
POSITION	Corporate Director Strategic Resources
NAME OF ACCOUNTABLE BODY	North Yorkshire Council
DATE OF CLAIM	09 / 06 / 2023

In line with drawdown dates agreed with the Department for Business and Trade please send an electronic copy of this claim to [Karen Hopwood](#) and Growth.Hubs@beis.gov.uk. If you also wish to submit a hard copy of this form it should be sent for the attention of Miss Karen L Hopwood, Department for Business and Trade, 4th Floor, 1 Victoria Street, London, SW1H 0ET.

2023-2024 Growth Hub Core Grant Funding

As set out above and in the Schedule 3 document this core funding cannot be used to make direct grants to business or to support/promote any commercial and/or fee-charging services operated by the LEP/MCA/County Council or Growth Hub.

This Schedule provides examples of the types of item and service descriptors that will be acceptable for DBT governance and audit purposes.

ELIGIBLE EXPENDITURE FOR PROVISION OF THE CORE FUNDING OFFER:

1. Salary and on-costs for Advisers and Growth Hub staff who provide the core offer, including those contracted in, for example:
 - i. Salary and on-costs for generic business advisers/navigators
 - ii. Salary and on-costs for specialist business advisers e.g. Scale-Up, Account Managers etc
 - iii. Salary and on-costs for Growth Hub Manager
 - iv. Salary and on-costs for other Growth Hub support staff e.g. Marketing Manager, etc.
2. Travel and expenses costs - provide basic details and cost breakdown.
3. Training, L&D, accreditation costs (e.g. SFEDI) - provide basic details and cost breakdown.
4. Telephone costs (where not provided by the national Business Support Helpline) and where directly associated to the provision of inbound and outbound support to businesses.
5. Customer Relationship Management (CRM) system (please separate out cost of any new licences and where system changes are required to support collection of additional data.
6. Growth Hub website/portal (please separate out cost of development of new local content and any new tools, diagnostics and analytics. Also includes cost of embedding new links and RSS feeds from the GOV.UK website.
7. Client engagement, marketing and printing which could include (but not exclusively):-
 - a) Primary targeting campaigns for scale-up/high-growth and productive businesses and raising the profile of those businesses who have benefit from advice and support packages e.g. Small Business Supplementary Grants etc
 - b) Corporate communications external press and PR for new Growth Hub openings and including the provision of launch collaterals
 - c) Viral business campaigns and new business engagement
8. Project management and consultancy costs (should be kept to a minimum and details provided)
9. Where European Regional Development Funding (ERDF) is being delivered and funding used, using this to match 2023-2024 Core Growth Hub Grant Funding to expand delivery of Growth Hub services and programmes is acceptable. If this is planned please provide details of the specific programme/s you plan to match fund, amounts and timelines.
10. Other items and services that will drive business growth via the Growth Hub will be considered and approved only on a case-by-case basis in discussion with DBT (provide detail including benefits and approximate costings).
11. Legal, procurement and financial costs should be kept to a minimum and details provided.

12. In-house or external development and delivery of business support intervention solutions / training / events and bootcamps to support businesses via digital and other innovative online / virtual channels based on local circumstances and need.

13. Any additional evaluation of the impact of Growth Hub support (only where directly linked to the Growth Hub and adding value to any independent evaluation of impact being conducted by DBT).

14. Delivery of Growth Hub Cluster lead or Co-ordinator related activity as agreed with individual LEPs (max budget as detailed in grant offer letter).

INELIGIBLE EXPENDITURE FOR THE PROVISION OF THE CORE OFFER:

1. Use of DBT core funding to provide activities outside of the Core offer to support/promote any commercial and/or fee-charging services operated by the LEP/MCA/County Council or Growth Hub
2. All sponsorship activity - including part/whole events such as "Business of the Year" or Charity Events and including purchase of tables at events, food, alcohol and other refreshments.
3. Other categories of entertainment e.g. purchase of food and alcohol at partner dinners.
4. Growth Hub branded luxury goods e.g. chocolates and umbrellas.
5. Payment of outbound and inbound overseas travel and accommodation expenses including payment for consultants and experts based overseas.
6. Support activities of a political or exclusively religious nature, such as lobbying.
7. Grant award payments in the form of direct payments to business.
8. Award funding to business in the form a voucher e.g. growth voucher.
9. Fund cost of preparation of auditor's reports.
10. Input VAT reclaimable by the Grant Recipient from HMRC.
11. Contributions in kind (i.e. a contribution in goods or services, as opposed to money); or interest payments (including service charge payments for finance leases).
12. Payment of Statutory fines, criminal fines and penalties.
13. Payment of bad debts to related parties.
14. Payments for unfair dismissal, redundancy payments, other compensation and some statutory payments at DBT's discretion.
15. Other expenses classified as improper by DBT for the purpose of this Grant.
16. Payments to give evidence to Parliamentary Select Committees, attend meetings with ministers or civil servants to discuss the progress of a taxpayer funded grant scheme.
17. Payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;

Notes

- (i) DBT Core Grant funding cannot be drawn on by the Accountable Body to provide a service to the LEP/MCA/County Council in the form of a flat fee.
- (ii) DBT Core Grant funding cannot be used to pay for completion of end of year audit where the services of the Accountable Body or neighbouring Mayoral Combined Authority (MCA) or Local Authority (LA) can be used at no cost.

APPENDIX C

<p>Initial equality impact assessment screening form</p> <p>This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.</p>	
Directorate	Community Development Directorate
Service area	The York and North Yorkshire Local Enterprise Partnership (YNY LEP)
Proposal being screened	Recommendation of grant acceptances - for funding from Government Departments to York and North Yorkshire Local Enterprise Partnership
Officer(s) carrying out screening	Liz Philpot/Paul Clark
What are you proposing to do?	<p>This screening concerns the YNY LEP :</p> <ul style="list-style-type: none"> offer of Dept of Business and Trade (DBT) funding to support annual delivery (April 2023 to March 2024) of the Growth Hub Business Support service in York and North Yorkshire; <p>All of the funded programmes will enable YNY LEP to offer a range of support for business to meet local needs, and improve prospects of business growth through access to bespoke local support programmes.</p> <p>Delivery will be facilitated via : YNY LEP Growth Hub – the Government funded local business support service (provide free of charge).</p>
Why are you proposing this? What are the desired outcomes?	<p>This will support priorities identified in the YNY LEP published Covid-19 A Plan to Reshape our Economy plan published in October 2020; also the YNY LEP Plan for Growth and research published March 2022 on Sector Analysis of the York and North Yorkshire local economy.</p> <p>Desired outcome of the programme : YNY Growth Hub – continuation of free support services enabled through Govnt funding Free support for businesses in York & North Yorkshire Y&NY Growth Hub (ynygrowthhub.com)</p>
Does the proposal involve a significant commitment or removal of resources? Please give details.	N/A
<p>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC’s additional agreed characteristics</p> <p>As part of this assessment, please consider the following questions:</p> <ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? <p>All programmes will promote equality and diversity through the support provided and offer appropriate, timely and impartial information, advice and guidance. In delivering the programmes, a range of measures will be put in place that will prevent any unlawful discrimination relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.</p> <p>If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked ‘Don’t know/no info available’, then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.</p>	

Protected characteristic	Potential for adverse impact		Don't know/No info available
	No	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
NYCC additional characteristics			
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)			N/A
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	NO		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	All the programmes may be delivered in partnership with a range of external delivery partners. These organisations will ensure that all activities will be fully accessible and inclusive to all learners thus ensuring equal access to support, in accordance with the Equality Act 2010 and NYCC Equality and Diversity policies.		
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:
Reason for decision	<p>There are no equality impacts as all activities will be fully accessible and inclusive to all relevant target groups ensuring equal access to support, in accordance with the Equality Act 2010 and NYCC Equality and Diversity policies.</p> <p>The Local Enterprise Partnership operates in accordance with the National Local Growth Assurance Framework, and its own Local Assurance Framework, which contains a Diversity Statement setting out its commitments to fairness and inclusivity in its procurement and partnership arrangements.</p> <p>Screening exercises will continue throughout the project and where necessary and proportionate, an Equality Impact Assessment will be undertaken.</p>		
Signed (Assistant Director or equivalent)	James Farrar		
Date	21 June 2023		

APPENDIX D

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Recommendation of grant application and acceptances - for funding from Government Departments to York and North Yorkshire Local Enterprise Partnership
Brief description of proposal	<p>This Climate Change Impact Assessment concerns the YNY LEP offer of Dept of Business Energy and Industrial Strategy (BEIS) funding to support annual delivery (April 2023 to March 2024) of the Growth Hub Business Support service in York and North Yorkshire.</p> <p>The funded programme will enable YNY LEP to offer a range of support for business to meet local needs, and improve prospects of business growth through access to bespoke local support programmes.</p>
Directorate	Community Development Directorate
Service area	York and North Yorkshire Local Enterprise Partnership
Lead officer	Liz Philpot, Head of Delivery
Names and roles of other people involved in carrying out the impact assessment	Paul Clark, Governance and Assurance Manager

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	√	Continue to full CCIA:	(Not required)
Reason for decision	<p>All environmental factors are considered to be neutral</p> <p>NB the Growth Hub business support programme may have some positive effect on environmental factors where support is provided through use of the YNY LEP Net Zero Business Toolkit (currently available as a web-based resource)</p>			
Signed (Assistant Director or equivalent)	James Farrar			
Date	21 June 2023			