

## 7.0 AGENDA

### Board Meeting


**Date:** Wednesday, 19 July 2017

**Venue:** Alamein Suite, Salisbury City Hall, Malthouse, Salisbury, SP2 7PU

<b>Membership:</b>	Amanda Burnside (AB) / Col Andrew Dawes (AD) / George Gill (GG) / Shahina Johnson (SJ) / John Mortimer (JM) / Vic O'Brien (VO) / Simon Patten (SP) / David Renard (DR) / Adam Schallamach (AS) / Baroness Scott of Bybrook OBE (JS) / Peter Wragg (PW)
<b>Advisors:</b>	Dr Carlton Brand (CB) / John Gilbert (JG)
<b>Observers:</b>	Cllr Chuck Berry / Cllr Oliver Donachie
<b>In Attendance:</b>	Paddy Bradley (PB) / Sally Burnett (SB) / Alistair Cunningham (AC) / Andy Evans (AE) / Parvis Khansari (PK) / Leanne Sykes (LS)
<b>Apologies:</b>	Alistair Cunningham / Vic O'Brien / Adam Schallamach / Dr Carlton Brand / Baroness Scott of Bybrook OBE
<b>Guests:</b>	Bethan Broad, Intern BEIS (BB) / Alex Crook, BEIS (ACr)
<b>Chairman:</b>	John Mortimer
<b>Minutes:</b>	Deborah House (DKH)

Item	Timing	Topic	Paper No.	Lead	Type of Report
1.0	9.30am	Welcome / Apologies / Conflicts of Interest		JM	
2.0	9.35am	Draft Board Minutes of 25 May 2017 Action Log Chairman's Up-date  Matters Arising <ul style="list-style-type: none"> <li>• Welcome new Commander, Military HQ, South West as a member of the Board</li> <li>• Update on recruitment of new business Board Members</li> <li>• University of Bath (ISTI)</li> <li>• Investment Manager (on agenda)</li> <li>• Update on LGD profiling (on agenda)</li> </ul>	7.1 7.2 Verbal  Verbal	JM JM JM  JM	
3.0	9.45am	Submitted Questions	7.3	JM	
<b>4.0</b>	<b>10.10am</b>	<b>Strategic Developments</b>			
4.1		<ul style="list-style-type: none"> <li>• Growth Hub update</li> </ul>	7.4 Presentation	ID GG	For discussion
4.2		<ul style="list-style-type: none"> <li>• Approval for Investment &amp; Export Manager</li> </ul>	7.5	PB	For approval

Item	Timing	Topic	Paper No.	Lead	Type of Report
4.3		<ul style="list-style-type: none"> <li>GPIF Open call update</li> </ul>	Verbal	PB	For information
	<b>11.05am</b>	<b>Comfort Break</b>			
<b>5.0</b>	<b>11.15am</b>	<b>Local Growth Deal</b>			
5.1		<ul style="list-style-type: none"> <li>Chippenham Station Hub Outline Full Business Case</li> </ul>	7.6 Presentation	PK	For approval
5.2		<ul style="list-style-type: none"> <li>Finance Report – LGD Budget</li> </ul>	7.7	ID	For approval
<b>6.0</b>	<b>12.05pm</b>	<b>SWLEP Core Activity</b>			
6.1		<ul style="list-style-type: none"> <li>Governance Framework</li> </ul>	7.8	PB	For approval
6.2		<ul style="list-style-type: none"> <li>Annual Report</li> </ul>	7.9	PB	For approval
6.3		<ul style="list-style-type: none"> <li>Marketing and Communications update</li> </ul>	7.10	VJ	For information
<b>7.0</b>	<b>11.45am</b>	<b>Other SWLEP Programmes</b>			
7.1		<ul style="list-style-type: none"> <li>Update on European Structural and Investment Fund 2016-2020</li> </ul>	7.11	JM	For information
7.2		<ul style="list-style-type: none"> <li>Finance Report – other SWLEP Programme Budgets and General Account</li> </ul>	7.12	LS	For information
7.3		<ul style="list-style-type: none"> <li>Commissioning Group Project Highlight Reports</li> </ul>	7.13	ID	For discussion
<b>8.0</b>	<b>12.25pm</b>	<p><b>AOB</b></p> <p>Date of next Board meeting: Wednesday, 20 September 2017</p> <p>Venue: Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, Swindon, SP1 2JH</p>		JM	
	<b>12.30pm</b>	<b>Close of Meeting and lunch</b>			

	<b>Minutes of the Board Meeting</b> <b>Thursday, 25 May 2017</b>
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<b>Attendees</b>	<p><b>Board:</b> Amanda Burnside (AB) / Col James Coote DSO OBE (JC), arrived 11.30am and departed 11.55am / George Gill (GG), arrived 9.45am / John Mortimer (JM) / Vic O'Brien (VO) / Baroness Scott of Bybrook OBE (JS)</p> <p><b>Advisors:</b> Dr Carlton Brand (CB) / John Gilbert (JG), arrived 10.15am</p> <p><b>Observers:</b> Chuck Berry (CBe) / Oliver Donachie (OD) / Garry Perkins (GP) – representing David Renard</p> <p><b>Secretariat:</b> Paddy Bradley (PB) / Sally Burnett (SB) / Alistair Cunningham (AC) / Andy Evans (AE)</p> <p><b>Others:</b> Trudie Clarkson (TC) / Ian Durston (ID) / Vanessa Joseph (VJ) / Debby Skellern (DS) / Leanne Sykes (LS)</p> <p><b>Guests :</b> Lt Col Guy Benson, Headquarters South West – representing Col James Coote DSO OBE for presentation / Jane Cilia, Swindon Borough Council (Jc) / Alex Crook, BEIS (ACr) / Allan Creedy (ACrd), Katie Cross (KC), Kingsley Hampton (KH) and Rob Murphy (RM) of Wiltshire Council / Stephen Hitchcock, Headquarters South West – representing Col James Coote at the meeting / Martin Revill (MR), ITA /</p>
<b>Apologies</b>	Andy Evans (AE) / Shahina Johnson (SJ) / Parvis Khansari (PK) / Simon Patten (SP) / David Renard (DR) / Adam Schallamach (AS) / Peter Wragg (PW)
<b>Chair</b>	John Mortimer (JM)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Tidworth Garrison Theatre, St Andrew's Road, Tidworth, SP9 7PD
<b>Start time</b>	9.30am
<b>Finish time</b>	12.35pm

Item	Summary of Issues Discussed and Decisions – Part I	Deadline
1.0	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>The Chairman welcomed all those present to the meeting. In particular, welcomes were extended to Cllr Oliver Donachie from Swindon Borough Council, and Cllr Chuck Berry from Wiltshire Council, who were new participants in the proceedings of the Board having taken over cabinet responsibilities for economic development in their respective councils. The Chairman extended his thanks to Fleur de Rhe-Philippe for her support and contribution over her time on the Board. JM advised that Col Coote had been called to a meeting in Andover and his presentation would be given by Lt Col Guy Benson and Stephen Hitchcock would represent Col Coote at the meeting until his arrival later. Col Coote had recently been promoted to Brigadier and would soon be taking up his new post at Army Headquarters in Andover.</p> <p>Apologies were noted.</p> <p><b>Conflicts of Interest</b> – None were declared.</p>	

2.0	<b>Board Minutes, Action Log, Chairman update</b>	
	<p>The minutes of the meeting held on 22 March 2017 were presented for consideration. It was,</p> <p><b>Resolved:</b> <b>To APPROVE and sign the minutes as a true and correct record.</b></p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Board recruitment</b> – PB advised that the recruitment was now active with a closing date of 18 June 2017. Interviews were to take place in July with the aim of putting the successful candidates forward for ratification at the Board Meeting in July;</li> <li>• <b>University of Bath (ISTI)</b> – a letter of support had been sent to the University and a meeting with the Vice-Chancellor was scheduled for 6 June 2017;</li> <li>• <b>Growth Hub update</b> – two developers had joined the project team and selection for a creative agency was scheduled for 26 May. Two workshops had been held with stakeholders regarding data and content;</li> <li>• <b>Governance Framework</b> – PB advised that a meeting with the two Legal Leads from both UAs was scheduled and the Framework will be brought back to the Board Meeting in July 2017. ACr advised the meeting that the SWLEP Conflicts of Interest Policy is held up as a good example to other LEPS;</li> <li>• <b>Great West Way</b> – the SWLEP Board granted VisitWiltshire £20,000 to develop its Business Plan and JM advised that they should be informed if they were successful on 19 June; and</li> <li>• <b>Investment Manager</b> – PB advised that there were ongoing discussions within Secretariat and the item would be brought back to the Board in July. PB had been working closely with the UAs and assured the meeting that the post would differ from operations and have a more strategic focus</li> </ul> <p>The Board considered the Action Log of Board activities up to 16 May 2017 and the items were noted. In particular,</p> <ul style="list-style-type: none"> <li>• The Heritage Lottery Fund's (HLF) decision regarding the Salisbury Plain Heritage Centre was on hold until after the election on 8 June 2017; and</li> <li>• The Outline Business Case for the Chippenham Station Hub had been postponed until the July Board Meeting to allow GWR to consult further with stakeholders.</li> </ul> <p>The Chairman updated the Board on his activities undertaken since the last meeting.</p> <ul style="list-style-type: none"> <li>• 23 Mar – attended the Growth Hub event at Wellington Barn;</li> </ul>	

	<ul style="list-style-type: none"> <li>• 27 Mar – attended the LEP Annual Conference, including a meeting with Lord Prior of Brampton;</li> <li>• 28 Mar – attended a LEP Chairs’ meeting with the Prime Minister in Birmingham;</li> <li>• 30 Mar – attended the Great West Way Conference with the Minister for Tourism, Tracey Crouch;</li> <li>• 5 April – attended the ESIF Committee;</li> <li>• 11 April – chaired the SWLEP Growth Hub Governance Group;</li> <li>• 13 April – attended the Joint Strategic Economic Committee;</li> <li>• 24 April – attended the GWR Annual LEP Dinner in London;</li> <li>• 10 May – chaired the SWLEP Commissioning Group Meeting;</li> <li>• 22 May – chaired the pre-election Business Breakfast in Salisbury, and attended the South West LEPs’ meeting of Chairs and CEOs in Exeter;</li> <li>• 24 May – attended the Prince’s Countryside Fund event with HRH The Prince of Wales at Clarence House; and</li> <li>• various meetings with SWLEP Executive Team.</li> </ul>	
<b>3.0</b>	<b>Submitted questions</b>	
	<p>Questions were received from Mrs Charmian Spickernell (CS), Campaign for the Protection of Rural England North Wilts and Swindon Group Committee Member. A copy of the questions and responses given is attached to these minutes. In response, Mrs Spickernell asked the meeting why the Joint Scrutiny Task Group appeared to be “secret” and not open to the public. It was explained that as the meeting is classed as a Task Group and not a Committee it is a closed meeting, but Mrs Spickernell was assured that the information was updated to the SWLEP website and fed through to Wiltshire Council’s Overview and Scrutiny Management Committee where the papers were discussed. So, therefore the information does feed through into the democratic process and the public domain. JM advised that making SWLEP procedures more transparent to the public was a continual process.</p> <p>With regard to the second question on Wichelstowe, Mrs Spickernell commented that the engineering review had been carried out only on what was possible from an engineering standpoint and not necessarily on what was best for Swindon. It did not taken into account the impact of having buses only at peak times on Red Post Drive or that a tunnel would be subject to flooding and expensive to rectify. GP responded to the points raised by CS stating that Swindon Borough Council had been working with the canal trust on methods to alleviate the flood risk and a final decision was due in two months’ time. CS stated that there was considerable public opposition to the tunnel and that CPRE’s position therefore had not changed.</p>	
<b>4.0</b>	<b>Military update</b>	
	Lt Col Guy Benson presented an update to the meeting on the Army status with particular reference to the situation within the County. (The	

	<p>presentation can be found at <a href="http://www.swlep.co.uk/documents/2017.">http://www.swlep.co.uk/documents/2017.</a>) Funds were available for Covenant signings to show support for the Army and the families. JS advised that Wiltshire had been allocated £190k to lead this across the UK.</p>	
<b>5.0</b>	<b>Strategic developments</b>	
<b>5.1</b>	<p><b>Higher Futures (HF)</b>  AB and SB spoke to the paper. A brief background to the programme was given, which was previously called City Deal, where £1.4m had been allocated in 2014. Since the instigation of the programme the environment had changed significantly, with the military focusing more on retention. A series of workshops had been held with stakeholders and recommendations had been discussed on the best way forward to continue with the programme.</p> <p>One recommendation is to integrate Higher Futures into the Growth Hub, which would make it a truly employer-facing provision and reduce costs. It was felt to be crucial that the programme did not duplicate existing effort, but also formed part of the overall Higher Education Strategy to tackle the higher level skills challenge where the intention was to increase the uptake of Level 4+ in the area from 39.5% to 52% by 2026. The programme needed to be a collaborative approach across the area offering a truly impartial information, advice and support service to employers and acting as the interface for employers to access information with no need to compare and contrast provision across several providers. In effect, to be the one-stop shop. Higher Futures would work with employers and shape and tailor the provision. Rather than being seen as competition to the FE colleges it would act as a referral service if courses requested are already offered in the locale.</p> <p>The financial model continued to be developed. The programme still received commission from universities, but was looking at various charging structures for the range of services it provided to employers.</p> <p>Higher Futures' USP had been the unique involvement of the military in its programme. However, there were inherent difficulties in the relationship between the Careers Transition Partnership (CTP) and Higher Futures owing to the terms of the contract which prevented access to military personnel and Service Leavers. There had been high level military support for the programme and representation on both the SWLEP Higher Futures Group and the Skills &amp; Talent Subgroup. Liaising with Col Coote's replacement, Andrew Dawes, would be crucial to moving this forward.</p> <p><b>The Board resolved :</b>  <b>to approve the recommendations</b></p> <ul style="list-style-type: none"> <li>• <b>That Higher Futures provides employers with access to a</b></li> </ul>	

	<p>range of impartial skills advice, support and brokerage, the priority being higher level skills following the model set out at section 4 in the paper;</p> <ul style="list-style-type: none"> <li>• That Higher Futures is to become part of the Growth Hub so that it is integrated into the wider framework of support for business; and</li> <li>• That the Board seeks approval from Government for a new delivery model and revised outputs, namely 2,000 learners embarking on level 4+ programmes through Higher Futures by 2020, including doubling the number of learners embarking on higher or degree apprenticeships across the SWLEP area between 2015/16 and 2019/20 academic years.</li> </ul>	
5.2	<p><b>Direction of Travel for Higher Education Strategy</b></p> <p>AB and SB spoke to the paper. The paper had been through the Skills &amp; Talent Subgroup and demonstrated a joined up approach across the area. The uniqueness of the area was that it did not have a University campus within its boundary, which was also seen as a weakness. JM thanked the contributors for an excellent start on the Higher Education Strategy as this gave SWLEP more focus and clarity on what it was trying to achieve in this arena and encouraged the team to be ambitious for the SWLEP area. ACr indicated that the Higher Education Bill had recently been published which emphasised strong business links and that this was the way Government was thinking for future endeavours. Higher Education models of the future would need to involve employers and people's expectations would need to be managed. We had knowledge of the gaps in provision and the emerging sectors of cyber and agri-tech. Mapping across the SWLEP area would be crucial.</p> <p><b>The Board resolved to:</b></p> <ul style="list-style-type: none"> <li>• Note the content of the report outlining the context and current outcomes for employers and learners in terms of Higher Education; and</li> <li>• Approve the approach to the development of a SWLEP-wide HE Strategy outlined in section 8 of the report.</li> </ul>	January 2018
5.3	<p><b>Institute of Technology (IoT)</b></p> <p>SB spoke to the paper. The original Government announcement was for additional funding for delivery of STEM subjects to levels 3, 4 and 5 within Institutes of Technology (IoTs) limited to the FE sector. However, the recent publication of the Conservative Manifesto makes reference to degree provision, with "leading universities" acting as sponsors. Only one bid was expected for any LEP area. Involving Universities to ensure progression to a full degree (level 6) would provide further opportunities in the area. Given the high proportion of students studying level 3</p>	

	<p>technical education in Swindon, the very low progression rates to Higher Education, and the increasing requirement for STEM, the provision of an IoT in SWLEP area would be a good step forward and was recommended in the Post-16 Review. The IoT would be sited in Swindon and currently the plan was for Swindon College to act as the lead. Three Universities were interested in working with SWLEP together with the colleges in the area, improving the technical pathways to University provision. Linking up with employers and providers would help to develop the model and bid as the work would need strong business input. ACr added that Government would be looking for bids that were employer-driven and added to social mobility. There was debate on the possibility of re-badging existing centres.</p> <p><b>The Board resolved:</b>  <b>To accept the recommended approach to the development of an IoT being</b></p> <ul style="list-style-type: none"> <li>• that the IoT is developed through extending technical education currently delivered through colleges;</li> <li>• that collaborative bids between the FE sector, employers, LEPs and universities would be encouraged with an agreed lead partner;</li> <li>• that a key group of employers input to the development of the bid, building on work already in train with the key sectors;</li> <li>• that the priority would be to meet the needs of employers and learners in Swindon, while also benefitting Wiltshire residents in the northern travel to learn area;</li> <li>• that work started immediately to develop the business case, as the call for bids was anticipated after the election; and</li> <li>• that the SWLEP Skills and Talent Subgroup oversaw the development of the bid.</li> </ul>	<p><b>Timescales to be ascertained</b></p>
<p><b>5.4</b></p>	<p><b>Growing Places Infrastructure Fund (GPIF) Open call</b></p> <p>PB advised the meeting that SWLEP intended to reinvigorate the GPIF revolving loan fund. Having investigated how other LEPs manage their funds, it was ascertained that SWLEP did not recycle the loans speedily enough. Although the launch was on hold during the purdah period, the fund was set to launch an open call after the election. There was debate about the levels of interest charged on the loan, which would be dependent on the individual bidder's circumstances. Credit worthiness and EU compliance would also be part of the approval criteria. The Board wished for the process to be as simple as possible, whilst ensuring proper due diligence was followed.</p> <p><b>The Board resolved to:</b></p>	

	<ul style="list-style-type: none"> <li>• <b>Agree the application process and timeline;</b></li> <li>• <b>Agree the re-forming of the GPIF Working Group;</b></li> <li>• <b>Approve the draft GPIF Working Group Terms of Reference;</b></li> <li>• <b>Appoint up to five Board Members to sit as the GPIF Working Group;</b></li> <li>• <b>Agree to delegate the decision to issue a loan agreement at stage 2 of the application process to the GPIF Working Group; and</b></li> <li>• <b>Note that the State Aid implications of an open call were being investigated.</b></li> </ul>	
<b>6.0</b>	<b>Local Growth Deal</b>	
<b>6.1</b>	<p><b>M4 Junction 17 Improvements Full Business Case</b> KH presented to the meeting with additional comment from MR, the Independent Technical Advisor (ITA). (The presentation can be found at <a href="http://www.swlep.co.uk/documents/2017">http://www.swlep.co.uk/documents/2017</a> .) A geological Site of Special Scientific Interest (SSSI) was under the junction, but possible impact had been mitigated. JG asked whether the period of construction would contribute to increased problems at the junction and was assured that Wiltshire Council was working with Highways England to minimise the impact.</p> <p><b>The Board resolved:</b> <b>To approve the ‘M4 Junction 17 Capacity Improvement Scheme’ Full Business Case.</b></p>	
<b>6.2</b>	<p><b>A350 Chippenham Bypass Dualling Full Business Case</b> RM presented to the meeting with additional comments from MR, the ITA. (The presentation can be found at <a href="http://www.swlep.co.uk/documents/2017">http://www.swlep.co.uk/documents/2017</a> .) MR stressed the need for stronger stakeholder engagement in the future about projects of this nature. Although the project had been disclosed in statutory plans, engagement needs to be more specific. “ A lesson learned for the future”</p> <p>A risk budget of £408k had been set aside for contingency purposes, and the meeting was assured that these funds would revert to SWLEP if not required.</p> <p><b>The Board resolved:</b> <b>To approve the ‘A350 Chippenham Bypass Improvements (Badger-Brook &amp; Chequers)’ Full Business Case.</b></p>	
<b>6.3</b>	<p><b>Finance Report – LGD Budget</b> ID spoke to the paper. The total underspend from 15/16 and 16/17 was £4,19m, but it was envisaged that this underspend would catch up with</p>	

	<p>the profile. Forecast spend fell short of the grant profile in 17/18 as BEIS had allocated a higher grant figure for LGF3 projects than had actually been requested (LGF 3 projects were not included in previous reports). This could be managed and an exercise was currently underway with the projects to review and refine their forecast spend profile going forward, so an update on this would be provided for the July 2017 Board Meeting.</p> <p>A meeting was scheduled for 15 June 2017 with DfT to discuss the re-profiling of retained schemes, as this could be managed directly with the Department.</p> <p><b>The Board resolved: To note the contents of the paper.</b></p>	<p><b>1 July 2017</b></p>
<b>7.0</b>	<b>Other SWLEP Programmes</b>	
<b>7.1</b>	<p><b>Update on European Structural and Investment Fund 2016-2020</b></p> <p>JM thanked Julian Head (JH) for the provision of the paper and advised the Board that the European programmes were complex and under pressure of time as the UK approached the formal exit from the EU. There was a fear that not all the previously available funding would be authorised before the date of exit. JM would be meeting with JH to understand the issues.</p> <p><b>The Board resolved: To note the content of the paper.</b></p>	
<b>7.2</b>	<p><b>Finance Report – other SWLEP Programme Budgets and General Account</b></p> <p>ID spoke to the paper.</p> <p><b>To Board resolved: To note the content of the paper.</b></p> <p>An additional paper 5.12a was issued separately to the Board pack and PB advised that approval was sought from the Board to instigate the next Swindon and Wiltshire economic assessment.</p> <p><b>The Board resolved: To approve up to £40,000 to commission the Swindon and Wiltshire economic assessment through a mini framework procurement exercise.</b></p> <p><b>Action : DS to initiate procedures as above.</b></p>	<p><b>31 May 17</b></p>
<b>7.3</b>	<p><b>Commissioning Group – Project Highlight Reports</b></p> <p>The Board noted the receipt of the papers from the Commissioning Group and comments were made on particular projects where there were concerns as follows:</p>	

	<ul style="list-style-type: none"> <li>Mansion House Corsham – the plans for the project went before Wiltshire Council’s Planning Committee on 24 May 2017 and were passed. As there had been objections from two statutory bodies, The Georgian Group and the Ancient Monuments Committee, the plans would now be put before the Secretary of State for a final decision. The project would be reviewed, with the assistance of ITAs, to ascertain whether this could be delivered to timescale and would be brought back to the November Board Meeting.</li> </ul>	<b>29 Nov 17</b>
<b>8.0</b>	<b>SWLEP Core Activity</b>	
<b>8.1</b>	<p><b>Annual Report</b> PB advised that work on the production of the report was ongoing with the Working Group. The report would be brought to the July Board Meeting for approval. It is intended for the SWLEP website with hardcopies also available ready for an Autumn Conference.</p> <p><b>The Board resolved:</b> <b>To note for information the update on progress in producing the SWLEP’s Annual Report 2016-17.</b></p>	<b>July 2017</b>
<b>8.2</b>	<p><b>Marketing and Communications update</b> Further to the submitted paper, VJ advised Board Members of two upcoming events in particular which SWLEP would be sponsoring:</p> <ul style="list-style-type: none"> <li>South Wilts Business Awards in Salisbury on 22 June 2017</li> <li>South West Business Expo at STEAM on 29 June 2017</li> </ul> <p>JS advised the meeting that Wiltshire Council was unable to participate in the Salisbury Big Business Event this year owing to purdah in the run up to the local elections. She also stated that she had received a complaint from an MP that the Meet the Candidates breakfast meetings were inappropriate use of public money and that there was low engagement with local MPs throughout the county. PB assured the meeting that no public money had been used for the breakfasts, which had been paid for through sponsorship agreements. Despite the cessation of campaigning after the Manchester bombing, three out of the seven scheduled were held. JM reassured the meeting that engagement with MPs would be sought once the outcome of the election was known.</p>	
<b>9.0</b>	<b>Any Other Business and date of next Board Meeting</b>	
	<ul style="list-style-type: none"> <li>PB wanted to make Board Members aware of the Queen’s Award for Enterprise and asked that members promote amongst their networks; and</li> <li>GG requested that SWLEP ensured there was good data for the Growth Hub project.</li> </ul> <p>The next Board Meeting was scheduled for 19 July 2017 commencing at</p>	

	<p>9.30am at City Hall, Malthouse Lane, Salisbury, SP2 7TU</p> <p>Future Meetings :</p> <p><b>Wednesday, 20 September 2017</b> Committee Room 6, Civic Offices, Euclid Street, Swindon, SN1 2JH</p> <p><b>Wednesday, 29 November 2017</b> County Hall, Bythesea Road Trowbridge, BA14 8JN</p> <p><b>Wednesday, 24 January 2018</b> Committee Rooms, Monkton Park, Chippenham, SN15 1ER</p> <p><b>Wednesday, 21 March 2018</b> Location to be advised</p>	
<b>Meeting closed at 12.35pm</b>		

draft

## Public Participation

**From Charmian Spickernell, Vice Chairman CPRE Wiltshire.**

### Question One

There has been reference to the SWLEP Overview and Scrutiny Committee.  
How often have they met and where can details of the meetings be found please?

### Response

The Joint Scrutiny Task Group has met on the following dates :

Year	Date
2014	28 October
2015	29 January 19 March 3 August 29 October 9 December
2016	12 April 6 July 20 October
2017	5 April

The papers for the meetings can be found on the SWLEP website using the following link :

<http://www.swlep.co.uk/board-profiles/details#> and viewing the appropriate tag on the right hand side.

The papers are also available on the Swindon Borough Council website using the link below:

<http://ww5.swindon.gov.uk/moderngov/ieListMeetings.aspx?CId=969&Year=0>

or the Wiltshire Council website using the link below

<http://cms.wiltshire.gov.uk/ieListMeetings.aspx?CId=1224&Year=0>

## **Question Two**

With reference to the Western Access for Wichelstowe, given that the employment area is not well placed for road distribution and there are flooding problems, would a link with the town centre, providing local jobs, be more important for the town than a road leading out of the town? Has public opposition to the M4 crossing over the years since 2002 been taken into account?

### **Response**

The options for the Western Access have been thoroughly reviewed as part of the planning process which resulted in outline consent for the Wichelstowe development being granted in 2005. This process included extensive public consultation. The options were further considered more recently as part of the “Western Access Review” undertaken by Peter Brett Associates in 2013. This information was used to support the SWLEP funding allocation towards the Western Access scheme in 2014.

The location of the Western Access ensures that the employment area within the Wichelstowe site has excellent connectivity to the motorway network.

In addition to the existing road network link to the town centre from Wichelstowe, there are two SWLEP-funded projects to improve means of travelling from Wichelstowe into the town centre.

- The Local Sustainable Travel Programme is building a series of safe cycle routes from strategic housing sites into the town centre. The route in the case of the Wichelstowe development is known as the Western Flyer; and
- The Rapid Transit Programme is developing enhanced routes for public transport using software and cameras to ensure priority passage for buses through traffic light junction. Again, the routes are from strategic housing sites, including Wichelstowe.



RAG  
rating

Red - overdue
WIP/Not due
Completed
Closed

Ref	Meeting date	Paper No.	Subject	Action	Board Lead	Action by	Due Date	Update	Status
1	13.07.16	7.4	Finance Report	Reallocation of Junction 15 funds of £3.7m to Ultrafast Broadband and Salisbury Plain Heritage Centre and Swindon Museum and Art Gallery	VO	PB	Jul-17	Announcement delayed owing to the General Election. Report scheduled for the July Board Meeting. ON AGENDA	
2	25.01.17	1.4	Governance Framework		PB	DS	Jul-17	Report to July Board Meeting. ON AGENDA	
3	25.01.17	1.7	Chippenham Station Hub	Outline Business Case to be brought to Board for approval seeking early release of LGF funds for improvements to Chippenham Station	AS	PK	Jul-17	Delayed until July to enable further consultation. ON AGENDA	
4	22.03.17	3.4	University of Bath (ISTI)	Discussions with University of Bath regarding Institute of Sustainable Technologies Innovation (ISTI)		AE	Jul-17	Update to July Board on discussions with the University of Bath	
5	22.03.17	3.5b	Growth Hub	Growth Hub update	JM	ID	Jul-17	ON AGENDA	
6	22.03.17	3.8	Investment Manager		JM	PB	Jul-17	ON AGENDA	
7	22.03.17	3.8	Great West Way	Additional Funding	VC	PW	Jul-17	Update to July Board on outcome of VisitWiltshire's submission to Discover England Fund. Applicants not yet notified.	
8	25.05.17	5.5	Higher Education Strategy	Drafting of Higher Education Strategy for the SWLEP area	AB	SB	Jan-18	Final report due	
9	25.05.17	5.6	Institute of Technology (IoT)	Drafting of the bid for Institute of Technology in SWLEP area	AB	SB	Timescales as yet uncertain	Awaiting Government guidance to determine date of submission	
10	25.05.17	5.7	GPIF	Applications to be presented to Board	AS	PB	Sep-17		
11	25.05.17	5.12a	Swindon and Wiltshire Economic assessment	Production of the next phase of the Economic Assessment for the area	JM	PB	Mar-18	Report to Board in March 2018	
12	25.05.17	5.13	Corsham Mansion House	Review of timescales - Secretary of State decision	JM	ID	Nov-17	Update on plans	
13	25.05.17	5.14	Annual report	Draft for approval	AS	PB	Jul-17	ON AGENDA	

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Growth Hub Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Jo Minnaar	<b>Total no of sheets: (inc cover sheet)</b>	7

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
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**Summary & Recommendation(s) :**

**Summary**

Work is progressing well on the Growth Hub portal development project with a full team in place, working under the guidance of Jo Minnaar who has been seconded into the Growth Hub Manager role while a recruitment process takes place.

As well as the development of the portal itself, the focus is also on producing content to be held on the portal and on meeting data protection requirements.

A beta version of the new portal will be released in the week commencing the 14 August 2017 with a full go-live planned in readiness for the SWLEP Annual Report event at the end of September / beginning of October.

Attention is drawn to section 4 of this report which highlights the work being done on the creative look and feel of the website and the associated logo. George Gill will deliver a short presentation at the Board meeting on an interim proposal for this work.

## **SWLEP Digital Platform**

### **1. Introduction**

Initiated May 2017 the Swindon and Wiltshire Growth Hub project is currently delivering against the recommended approach, on time and with the resources to deliver the project in place.

This paper details the work currently being done and where the various work streams and tasks are in relation to the project plan. It also details if there are any challenges or opportunities going forward to be considered.

### **2. The Delivery Team**

- Interim Growth Hub Manager: Jo Minnaar (seconded from the Higher Futures Team part-time);
- Digital strategy and project management: RIKA Digital Team (x3);
- Digital development: Contracted developers working under the direction of RIKA Digital (x2); and
- Creative including Swindon and Wiltshire Growth Hub re-brand: Keeping & Co (x2)

### **3. Key Milestones**

- 'Blueprint' Focus Group Breakfast – 12 July 2017  
20 key businesses have been invited to attend a focus group to view the first stages of work. This will include an insight into the project objectives; the approach taken; the benefits and a typical customer journey including visuals. The intention is to use this group as our 'test group', taking them on the project development journey with us. They will be given live access to the closed digital platform (Beta) and encouraged to give feedback at various stages.
- Brand Guidelines and Usage Pack – 17 July 2017
- All stakeholders briefed and given access to content tool - 22 July 2017
- Growth Hub designs completed – 14 August 2017
- Beta preview for user testing and feedback – w/c 14 August 2017
- Cut-off date for Growth Hub content for initial launch – 29 August 2017
- MVP (minimal viable product) roll-out and public launch – w/c 25 September 2017

#### **4. Creative**

sWork is currently under way to create a brand for the Swindon & Wiltshire Growth Hub and also to tie this into a 'family' of SWLEP brands as discussed at a previous board meeting.

This work has shown that the current SWLEP logo, font and colour palette do not work well digitally – for example, the font is not a standard google font, the colour palette is not distinctive when viewed on a screen and the lack of a 'boundary' to the logo means that it can blur into surrounding elements.

In order for the Growth Hub to work well digitally, and recognising that the Growth Hub will be a key point of interaction with the business community, it is important to address these points before the improved Growth Hub portal goes live.

George Gill has been involved with this work and will present an interim proposal of how these points can be addressed at the Board meeting itself on 19 July 2017 for the Board's consideration.

#### **5. Survey**

A survey was done amongst businesses in Swindon and Wiltshire to support the content production. 105 people responded with the majority from the professional services sector. An example question from the survey was:

Preferred method of receiving help and support

Online research - 65%  
Meet with an Adviser – 33%  
Online chat – 31%  
Speak to someone – 23%

The survey is still ongoing with no specified cut-off point at this stage.

#### **6. Content**

The cut-off date for the 'viewable' content is the 29 August 2017. This will then determine the construction of the minimal viable product (MVP) due to go live w/c 25 September 2017. Apart from the work being done by the developers and the team at RIKA, to better facilitate this process, particularly with the partners, the following actions have been or are being undertaken:

- An online tool called GatherContent, which stores and categorizes information, has been set up. The categories are broken down into type of business, industry and issue / subject.
- Information is being collated to create programme / project pages for example, ERDF.

- Partners will receive a GatherContent password w/c 10 July 2017 to load up content for example, blogs, links, case studies etc. This will ensure that the content is always current and relevant.
- Partners are also being engaged with where possible on a 1:1 basis to run through the tool and offer any other assistance.
- Where a particular partner is resource poor, the offer is being made to support and load content on their behalf.

## **7. Best practice**

Work is ongoing to identify Growth Hub 'best practice' nationally, including attendance at Growth Hub national events and face to face meetings with specific Growth Hubs. Talks are underway for example with Dorset Growth Hub to have access to an interactive 'access to finance' tool.

## **8. Data**

Discussions have been held with Andy Holyoake, Data Protection Lead at Wiltshire Council, to ensure that going forward we are data compliant. Further discussions are needed and advice is also being taken externally to ensure that not only does S&W Growth Hub meet current data compliance regulations but meets GDPR (May 2018) regulations.

We are in a good starting position having transferred over 6,000 cleansed contact details for businesses across Swindon and Wiltshire from the Higher Futures Team. Use of data from other partners, for example, Swindon Borough Council, is proving challenging due to the data being owned by a separate legal body. Use of this data therefore contravenes data protection laws.

There is currently a national 'stand-off' on GDPR whilst a number of high profile cases are put through, or have been put through, to case law.

## **9. Communication**

The first edition of a regular update bulletin went out to partners w/c 10 July 2017 to keep them informed on current progress.

## **10. Domain names**

The domain name SWGrowthHub.co.uk has been proposed as a possible domain name, plus a number of other variants on this domain name have been secured.

## **11. Current S & W Growth Hub website**

The decision was taken to put all resources into bringing the new platform to market quickly and not to invest further resource into the current website. The situation was aggravated by the fact that the current site is difficult to navigate and needs coding in places to make even small changes. A minimal level of activity is happening though through the event calendar update and social media fee.

## **12. Work stream & Tasks**

See appendix I. below

# LEP Programmes

## Highlight Report to Commissioning Group (7 Jul 2017)



Workstream/Task	Assignee	MAY/JUNE					JULY					AUGUST				SEPTEMBER				OCTOBER					NOVEMBER			
		Week 1 29 May	Week 2 05 Jun	Week 3 12 Jun	Week 4 19 Jun	Week 5 26 Jun	Week 1 03 Jul	Week 2 10 Jul	Week 3 17 Jul	Week 4 24 Jul	Week 5 31 Jul	Week 1 07 Aug	Week 2 14 Aug	Week 3 21 Aug	Week 4 28 Aug	Week 1 04 Sep	Week 2 11 Sep	Week 3 18 Sep	Week 4 25 Sep	Week 1 02 Oct	Week 2 09 Oct	Week 3 16 Sep	Week 4 23 Oct	Week 5 30 Oct	Week 1 06 Nov	Week 2 13 Nov	Week 3 20 Nov	Week 4 27 Nov
Planned Team Holidays				[1]	[2]				[3]		[4]																	
<b>Key Milestones</b>																												
Brand Concepts - presentation	K&Co/ SWLEP/RIKA					[5]																						
Breakfast Briefing with businesses in SW	SWLEP/RIKA						[6]																					
Limited User tests	ALL																											
MVP Release	ALL																											
<b>Project Management &amp; Steering</b>																												
Day-to-day Project Management (Design & Build)	MJSR																											
Progress Reporting (fortnightly)	KA				[7]		[8]		[9]		[10]		[11]		[12]		[13]		[14]									
Programme Steering	JB																											
<b>MVP Scoping and Definition</b>																												
Project Initiation (inc. Workshop)	ALL																											
Define Epics, Stories and Tasks	RIKA																											
<b>Branding</b>																												
Creative Brief	K&Co																											
Brand Concepts	K&Co																											
Brand Guidelines & Usage Pack	K&Co																											
<b>UX &amp; Design</b>																												
SWLEP Information Architecture	K&Co																											
SWLEP Component Styleguide UX & UI	K&Co																											
GH Information Architecture	K&Co																											
GH Component Styleguide UX & UI	K&Co																											
Design Walkthroughs	K&Co																											
<b>Platform Development</b>																												
Development team learning and onboarding	LF/SB																											
Environment & System Setup	LF/SB																											
Sprint 1: GH - User Registration, Account & Company Profiles, Hubspot integration	LF/SB																											
Test & Fix	LF/SB																											
Sprint 2: GH - Content Types (e.g. News, Articles, Events, Case Studies) & Taxonomies, DAM	LF/SB																											
Test & Fix	LF/SB																											
Sprint 3: GH - UI Front-end components, Key pages, Search and navigation, SWLEP website	LF/SB																											
Test & Fix	LF/SB																											
Sprint 4: MVP Rollout	LF/SB																											
Sprint 5: Marketplace and UGC (Contracts, Offers, Q&A, Own promo content)	LF/SB																											
Test & Fix	LF/SB																											

# LEP Programmes Highlight Report to Commissioning Group (7 Jul 2017)



Workstream/Task	Assignee	MAY/JUNE					JULY					AUGUST				SEPTEMBER				OCTOBER					NOVEMBER			
		Week1 29 May	Week2 05 Jun	Week3 12 Jun	Week4 19 Jun	Week5 26 Jun	Week1 03 Jul	Week2 10 Jul	Week3 17 Jul	Week4 24 Jul	Week5 31 Jul	Week1 07 Aug	Week2 14 Aug	Week3 21 Aug	Week4 28 Aug	Week1 04 Sep	Week2 11 Sep	Week3 18 Sep	Week4 25 Sep	Week1 02 Oct	Week2 09 Oct	Week3 16 Sep	Week4 23 Oct	Week5 30 Oct	Week1 06 Nov	Week2 13 Nov	Week3 20 Nov	Week4 27 Nov
<b>Sprint 6: eCommerce and ability to purchase goods/services, integration with payment gateway</b>	LF/SB																											
<b>Test &amp; Fix</b>	LF/SB																											
<b>Sprint 7: Extending the Marketplace capabilities</b>	LF/SB																											
<b>Data</b>																												
Data definition and discovery workshop	JB/KA																											
Data acquisition	JB/KA																											
CRM Contact and Company Strawman	JB/KA/MJSR																											
Data consolidation, clean-up and import in HS	JB/KA/MJSR																											
Compliance Strategy inc. GDPR	JB/KA																											
<b>Content</b>																												
Collaboration environment setup	KA																											
Content types and categories definition	KA/ALL																											
Content/Asset gathering	SWLEP K&Co/JB/ SWLEP																											
Tone of voice definition and content production	SWLEP																											
SEO Optimisation + metadata	JB/KA/MJSR																											
Content population/migration	SWLEP																											
<b>Marcomms</b>																												
Set-up DEC, Analytics and Reporting	JB/KA/MJSR																											
Personalisation	JB/KA/MJSR																											
Marketing Awareness campaign - GH	SWLEP/RIKA																											
<b>Skills Transfer and Consultancy</b>																												
Technology Training	JB/KA/MJSR																											
Marketing support	JB/KA/MJSR																											
Marketing Best Practice	JB/KA/MJSR																											

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Strategic Investment and Export post		
<b>Attachments:</b>			
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	4

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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## 1. Purpose

- 1.1. This report follows earlier discussions at the SWLEP Board about the efficacy of creating a post within the SWLEP Core team to focus on the development of investment strategy for Swindon and Wiltshire. This iteration includes an additional focus on increasing export potential of our local businesses.
- 1.2. The paper was submitted to the Commissioning Group on 7 July 2017 and approval was given to bring to the Board. The aim of the report is to gain the agreement of the SWLEP Board to authorise the SWLEP Director to proceed with recruitment to the post.

## 2. Summary

- 2.1. The report identifies a number of factors underpinning the argument in favour of the post. It is clearly a strategic post, aiming to add value and capacity to the work of the developing inward investment teams in both local authorities.
- 2.2. The funding for the post, which will be £75,000 in the first year and subsequently in the region of £70,000 a year thereafter, will come from a currently under-used revenue account and will maximise its impact by using the existence of the post as match funding in a bid for £250,000 of European funding to develop strategic inward investment opportunities.
- 2.3. The post would be located in the SWLEP core team and report to the Director of the SWLEP.

## **Recommendations**

The SWLEP Board is recommended to:

- 2.4. support the creation of the post, and
- 2.5. authorise the SWLEP Director to proceed to recruitment.

### **3. Detail**

- 3.1. There are a number of factors underpinning the argument to have a post operating within the SWLEP to focus on strategic investment priorities and export performance.
  - 3.1.1. When the UK leaves the EU and in the period up to final agreement, the economic performance of the SWLEP area will be greatly affected by the ability to bring new businesses to the area, the capacity of existing businesses to grow by meeting the demand caused by a reduction in the availability of EU products and services and the performance of local businesses in exporting their products and services to newer markets elsewhere in the world, such as South Korea, India and Latin America.
  - 3.1.2. Foreign direct investment (FDI) data for Swindon and Wiltshire in 2016-17 show a noticeable decline on previous years' performance at a time when there has been a national improvement. The Department for International Trade link officials commented in the recent annual review that operational response by both Councils to leads was good, but we lacked a strategic overview enabling our pursuit of FDI to be proactive rather than reactive.
  - 3.1.3. There is an opportunity to access £250,000 from an imminent call against the European Regional Development Fund to use as a budget to support the post's focus on investment. The call is focussed on strategic inward investment. Success in bidding against the call would mean, for example, being able to develop digital and interactive marketing materials for all of the strategic investment sites in Swindon and Wiltshire. This would be considered a major step forward in the general economic development of the area and is something we currently do not do. The basis of a bid against the strategic inward investment call is to have match-funding. The budget for the post will act as that required match-funding.
  - 3.1.4. Funding from the post will come from an existing, under-used budget, the Growing Places Infrastructure Fund (GPIF) Revenue Account. The 2017-18 budget includes an amount of £0.532m in this account. Over the last five years of operating GPIF, the calls on the account have been for professional fees in support of loan applications. There is ample scope in the budget to fund the post over a number of years and continue to pay professional fees.

- 3.2. The purpose of the role is to provide a strategic focus on investment and export, adding value to the operational focus of officers from Swindon Borough and Wiltshire Councils. The role will be located in the SWLEP core team and report to the SWLEP Director. The key aims of the role include to:
  - 3.2.1. work with relevant officers in both local authorities and business representative organisations to develop and implement the inward investment strategy for Swindon and Wiltshire, reflecting the priorities of the SEP and national policy;
  - 3.2.2. co-ordinate the development and use of place marketing materials to align with the inward investment strategy in collaboration with the place-marketing lead officers for both local authorities, VisitWiltshire and the SWLEP Communications Manager;
  - 3.2.3. lead the process of public calls for projects to access funds managed by the SWLEP, either directly or through bids to central government;
  - 3.2.4. manage the Growing Places Infrastructure Fund to promote growth in employment and housing;
  - 3.2.5. maintain a strategic link to the Department for International Trade in respect of inward investment and export; and
  - 3.2.6. work with the Growth Hub manager and relevant business support services to promote opportunities for export growth.
- 3.3. In the first full year of operation, the estimated budget for the post will be £75,000, which includes a salary of circa £55,000, on-costs, travel and subsistence expenses and a one-off fee for recruitment costs. Thereafter, annual costs will be in the region of £70,000, but with annual pay reviews to take into account and occasional additional exceptional expenditure.
- 3.4. Other aspects of the role include specific skills and competencies.
  - 3.4.1. Directly and in some cases supporting in account managing sponsors relating to inward investment.
  - 3.4.2. Managing and updating the information available to support inward investors.
  - 3.4.3. Co-ordinate with Chambers of Commerce International Trade Teams to develop relationships with overseas Chambers.
  - 3.4.4. Manage the SWLEP's engagement and interaction with DiT to promote the area and maintain a strong project pipeline.
  - 3.4.5. Identify and deliver proactive means of generating new enquiries.
  - 3.4.6. Identify, develop and deliver a targeted programme of sector and market driven events and activities that best showcase the area to prospective inward investors.

- 3.4.7. With support from the Marketing and Communications Manager, manage a SWLEP inward investment portal.
- 3.4.8. The post holder should possess a good knowledge of :
  - 3.4.8.1. the workings of Local Enterprise Partnerships, local and national government and their key stakeholders in this area of operation; and
  - 3.4.9. the requirements of key account management, business development, including export focussed growth and inward investment. A core competency will be strategic influencing skills, enabling the post holder to engage important stakeholders in the work of directing inward investment and export growth opportunities to our area.
- 3.5. If the initiative is supported by the Commissioning Group, a subsequent report to the Board will incorporate the details above into a job description format if required.

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Chippenham Station Hub Phase I Outline Business Case		
<b>Attachments:</b>	Outline Business Case and Appendices referred to in this document are available on SWLEP website under Publications listed separately. <a href="http://www.swlep.co.uk/docs/">http://www.swlep.co.uk/docs/</a>		
<b>Author:</b>	Matt Barnes Regional Development Manager Great Western Railway  Matthew Croston Strategic Programmes Manager	<b>Total no of sheets:</b>	10

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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## 1. Summary

- 1.1 On 7 July 2014 the Coalition Government announced the first wave of Growth Deals, providing funds via the Local Growth Fund (LGF) to Local Enterprise Partnerships (LEPs) for projects that support economic growth. Growth Deals bring together infrastructure, housing, and skills funding into a single pot.
- 1.2 Prioritisation work undertaken by the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) during 2014, in line with its published Strategic Economic Plan (SEP), identified a range of projects which would be delivered through the LGF, including the Chippenham Station Hub project, which secured a conditional allocation of £16m through LGF, to be matched by £16m in private investment and £2m of local contributions. Since this time the project has been designated a ‘retained’ scheme by the Department for Transport (DfT) and has therefore had more requirements placed on it prior to receiving full grant allocation confirmation.
- 1.3 Great Western Railway (GWR) has developed an opportunity for early delivery of station and access improvements by combining them with its gateline project (a

franchise commitment to deliver ticket barriers to each station entrance by the end of 2017) to create a Chippenham Station Hub Phase I scheme. This would secure the early delivery of regeneration outcomes at the station alongside the introduction of Intercity Express Trains, as well as providing private sector match funding, demonstrating a commitment to delivery, and enable the full regeneration of the Chippenham Station Hub scheme to follow in an appropriate phased manner.

- I.4 The principle of a Phase I scheme with early release of a part of the LGF funding has been agreed by DfT, with confirmation also secured that the Phase I scheme would not be treated as a retained scheme. Approval was secured from the SWLEP Board on 25 January 2017 to bring forward this Outline Business Case (OBC) and, if approved, to recommend the release of the funding for Phase I from DfT.
- I.5 The rail industry is delivering the largest investment on the GW route since the Victorian era with electrification, Intercity Express Trains and Crossrail set to transform the route. Key improvements by 2019 include:
- New Intercity Express Trains providing up to 24% more seats per train;
  - A major timetable upgrade with 74 trains per day (+10) between London and Chippenham, taking between 57 and 63 mins compared to 70 mins today; and
  - The Elizabeth Line bringing the City of London within 80 mins of Chippenham.
- I.6 Together these will provide a major leap forward in connectivity to the economic heart of London for Chippenham, but only if the station is an effective gateway as the station is both the areas rail access point and shop window. Investment at the station will help unlock this opportunity by improving the station as a gateway.
- I.7 The OBC for the Phase I scheme proposes a number of specific measures which have been divided into two key parts; one focussed on station improvements, and one on access improvements.
- I.8 The Phase I scheme closely aligns with the wider and subsequent phases of the Chippenham Station Hub project. Six objectives have been identified for the Phase I scheme (including the pre-existing committed objectives of the gateline scheme), including;
- Improve station security through restricted access and greater staff presence;
  - Improve revenue capture and reduce rate of ticketless travel through the regulation of access to ticket holders;
  - Reduce severance across the railway through provision of step free access to the north side;
  - Provide improved accessibility at the railway station by delivering an enhanced ticket hall and improved café / retail facilities;

- Improve accessibility to / from the station with cycling improvements and a cycle hire facility; and
- Increase customer satisfaction with an enhanced ticket hall, improved café / retail facilities and enhanced station security.

1.9 The total estimated cost of the Phase I scheme (including preparatory works, site supervision costs and a quantified risk budget) is £3.1m. £1.1m is being provided by Great Western Railway (funding the franchise commitment), and £2m is sought from the overall £16m retained scheme allocation.

1.10 The outline business case has been presented to the SWLEP Commissioning Group on 7 July 2017 and will be presented to the July 2017 Board Meeting. As per the SWLEP's Assurance Framework, the OBC has been reviewed by the appointed independent technical advisor Steer Davis Gleave.

## **2 Recommendations**

The Swindon and Wiltshire Local Enterprise Board is recommended to:

- 2.1 Approve the 'Chippenham Station Hub Phase I' Outline Business Case.
- 2.2 Approve that retained scheme funding be released by DfT and that Phase I is progressed to a Full Business Case.

## **3 Background**

3.1 On 7 July 2014 the Coalition Government announced the first wave of Growth Deals, providing funds via the Local Growth Fund (LGF) to Local Enterprise Partnerships (LEPs) for projects that support economic growth. Growth Deals bring together infrastructure, housing, and skills funding into a single pot.

3.2 Prioritisation work undertaken by the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) during 2014, in line with its published Strategic Economic Plan (SEP), identified a range of projects which would be delivered through the LGF, including the Chippenham Station Hub project, which secured a conditional allocation of £16m through LGF, to be matched by £16m in private investment and £2m of local contributions. Since this time, the project has been designated a 'retained' scheme by the Department for Transport (DfT) and has therefore had more requirements placed on it prior to receiving full grant allocation confirmation.

3.3 Great Western Railway (GWR) has developed an opportunity for early delivery of station and access improvements by combining them with its gateline project (a franchise commitment to deliver ticket barriers to each station entrance by the end of 2017) to create a Chippenham Station Hub Phase I scheme. This would secure the

early delivery of regeneration outcomes at the station alongside the introduction of Intercity Express Trains, provide private sector match funding, demonstrating a commitment to delivery, and enable the full regeneration of the Chippenham Station Hub scheme to follow in an appropriate phased manner.

- 3.4 The principle of a Phase I scheme with early release of a part of the LGF funding has been agreed by DfT, with confirmation also secured that the Phase I scheme would not be treated as a retained scheme. Approval was secured from the SWLEP Board on 25 January 2017 to bring forward this Outline Business Case and, if approved, to recommend the release of the funding for Phase I from DfT. Approval was secured from the Commissioning Group on 7 July 2017 to now present this Outline Business Case to the SWLEP Board.

## **4 Main Considerations**

### **4.1 Introduction**

- 4.1.1 The OBC document and appendices are included as appendix I which includes an executive summary on pages 6 to 13. The OBC is structured around the Department for Transport's (DfT's) recommended five case model for a Business Case: strategic case; economic case; financial case; commercial case; and management case.

### **4.2 Strategic Case**

- 4.2.1 The rail industry is delivering the largest investment on the GW route since the Victorian era with electrification, Intercity Express Trains and Crossrail set to transform the route. Key improvements by 2019 include:

- New Intercity Express Trains replacing 40 year old High Speed Trains will provide up to 24% more seats per train and 21st century customer experience;
- A major timetable upgrade with 74 trains per day (+10) between London and Chippenham, taking between 57 and 63 mins compared to 70 mins today;
- Improved connections through central London with the Elizabeth Line bringing the City of London within 80 mins of Chippenham; and
- Development of plans for a Western Rail Access to Heathrow to reduce journey times Heathrow for travel from the west for delivery in early 2020s.

- 4.2.2 Together these will provide a major leap forward in connectivity for Chippenham to the economic heart of London but only if the station is an effective gateway as it is the main access point onto the railway for a wide area and is a shop window for the town's business community.

- 4.2.3 Investment at the station will help unlock this opportunity and maximise the benefits of the strategic rail investment by improving the station as a gateway.

4.2.4 A range of problems exist with the station at Chippenham including large surface car parks impacting on the townscape, inadequate station facilities and interchange and poor access from north of the railway by both pedestrian and vehicles. These can be addressed by the wider Chippenham Station Hub project. However, more specific problems have been identified at the station that Phase I seeks to address. These include:

- Poor quality facilities provide a poor quality arrival experience in the booking hall in both directions with pinch points causing pedestrian congestion;
- Inadequate arrangements for the retail provision limits the role of the café particularly in providing external provision;
- Inadequate station security fails to control fare evasion, leading to loss of revenue to the train operator and central government, and creates a generally less pleasant station environment;
- Lack of step free access from the north side of the railway. This restricts access to the station, and the access to services it represents, and causes major severance for mobility impaired users; and
- Significant growth in demand, resulting from the major service improvements and population growth, will result in the above issues becoming more acute.

4.2.5 As growth and development takes place in Chippenham, coupled with the electrification of the mainline to London from Chippenham, usage of the Railway Station is forecast to increase significantly. Lack of investment in delivering improvements to the Railway Station area at Chippenham, will lead to continued issues with severance, access and security and therefore has the potential to constrain this growth and the resulting mode shift and decongestion. The successful completion of Phase I will support the delivery of the wider scheme by effectively preparing station facilities to accommodate the forecast growth and resulting increase in usage.

4.2.6 In order to solve the problems outlined above, six SMART objectives for the Phase I improvements to Chippenham station have been identified (including the pre-existing committed objectives of the gateline scheme). Strong progress against all six objectives is expected by 2019/20, one year after scheme opening:

- Improve station security through restricted access and greater staff presence;
- Improve revenue capture and reduce rate of ticketless travel through the regulation of access to ticket holders;
- Reduce severance across the railway through provision of step free access on the north side;
- Provide improved accessibility at the railway station by delivering an enhanced ticket hall and improved café/retail facilities;
- Improve accessibility to/from the station with cycling improvements and a cycle hire facility; and

- Increase customer satisfaction with an enhanced ticket hall, improved café/retail facilities and enhanced station security.

### **4.3 Economic Case**

4.3.1 The following headline conclusions can be drawn from the economic appraisal results:

- The scheme represents Very High Value for Money, with a strong initial BCR supported by positive findings from the qualitative assessments;
- The application of DfT revenue transfer principles, which correctly reflect the accounting of revenue attributable to new schemes, demonstrates that the scheme is financially positive;
- The qualitative assessments demonstrate a strong impact on meeting the wider social and economic objectives of the scheme to improve journey quality and reduce severance; and
- The scheme will deliver moderate benefits for transport network users through a combination of the mode shift from private car to rail attracted by the station improvements and the beneficial impacts on the customer experience of rail users themselves.

### **4.4 Financial Case**

4.4.1 Scheme costs for both Part A and B of Phase I have been estimated from a combination of GRIP 4 design estimate and benchmarked costs from similar schemes elsewhere. In outturn prices Part A is estimated at £1.922m and Part B at £1.196m. A contingency risk allowance of 10% for Part A and 30% for Part B is allowed to address the specific risk items set out in the scheme risk register.

### **4.5 Commercial Case**

4.5.1 The Phase I scheme is being led by Great Western Railway, and as such all procurement (consultants and contractors) must be in accordance with GWR Procedure SMS-1350-00 – Procurement and Supplier Management Procedure – ensuring the procurement is legal, accountable and auditable.

### **4.6 Management Case**

4.6.1 Delivery of the scheme will be managed by Great Western Railway, with support provided from Wiltshire Council. The key scheme milestones are set out in the table below:

<b>Milestones</b>	<b>Estimated Date</b>
<b>Outline Business Case published on SWLEP Website</b>	21 June 2017
<b>Outline Business Case considered by SWLEP Commissioning Group</b>	7 July 2017
<b>Outline Business Case considered by SWLEP Board</b>	19 July 2017
<b>Part A Listed Building Consent</b>	Sept 2017
<b>Part A Delivery contractor appointed</b>	Sept 2017
<b>Part A construction commences</b>	Sept 2017
<b>Part A construction complete</b>	Jan 2018
<b>Part B Listed Building Consent</b>	Aug 2018
<b>Part B construction commences</b>	Aug 2018
<b>Part B construction complete</b>	Ear 2019

## 5. **SWLEP Independent Technical Advisor Comments**

- 5.1 The comments of the SWLEP's Independent Technical Advisor (ITA) are provided in Appendix 2 and can be summarised as follows:
- 5.2 The Strategic Case for the overall project is strong with the case for Part B elements essentially around providing access or all (via the lift) and enhancing non car mode access.
- 5.3 Limited options have been tested (acknowledged by Promoter). However, this is not a significant issue given the priority of the overall Hub and constraints within station.
- 5.4 The Benefit Cost Ratio presented has a BCR of 4.11:1 with net benefit of £11.4m of which additional revenue is £9.3m. Nearly all comes from the additional demand as a result of improved security and staff presence from the booking hall works. The remainder are externality benefits (for example, reduced congestion, fewer accidents). These relate to demand uplift which is also nearly all related to Part A.
- 5.5 On the basis of the analysis presented, the case for Part B as a stand-alone element would be negative.
- 5.6 Overall the ITA concludes that a sensible and proportionate approach has been followed in line with HM Treasury's The Green Book and the Passenger Demand Forecasting Handbook and this has been applied accurately following an initial iteration. The analysis has helped to reduce some uncertainty regarding the Benefit-Cost Ratio. However, there is still a moderate level uncertainty that the scale of intervention will not produce the resulting benefits with respect to increased demand.

## **6. Overview and Scrutiny Engagement**

- 6.1 There has been no engagement with the SWLEP Joint Overview and Scrutiny Task Group regarding this OBC.

## **7. Safeguarding Implications**

- 7.1 There are no safeguarding implications as a direct result of this proposal.

## **8. Public Health Implications**

- 8.1 Environmental and social impacts are assessed in section 3 of the OBC.

## **9. Procurement Implications**

- 9.1 The scheme will be managed and delivered by Great Western Railway in accordance with its Procurement and Supplier Management procedure ensuring that procurement is legal, accountable and auditable. Suppliers must be registered with GWR as an approved supplier through GWR's supplier assurance system and operate in accordance with GWR's Supplier Code of Conduct.
- 9.2 In the case of design consultants these will be procured through the First Group Property Consultants Framework. Principle contractors will be sourced from the Achilles RISQS system with a full competitive tender process and contracted using the JCT suite of contractors with First Group/GWR amendments. The supply of gateline equipment has already been procured through an OJEU compliant competitive tender.

## **10. Equalities Impact of the Proposal**

- 10.1 Social impacts are assessed in section 3 of the OBC.

## **11. Environmental and Climate Change Considerations**

- 11.1 Environmental impacts are assessed in section 3 of the OBC.

## **12. Risk Assessment**

- 12.1 This section highlights the key risks and proposed management of those risks associated with the proposals in this report.

- 12.2 Risks that may arise if the proposed decision and related work is not taken:

- GWR would only undertake the gatelines element of the proposal and therefore early delivery of outcomes for the wider Chippenham Station Hub scheme would not be achieved, and
- Reputational impacts.

12.3 Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

Risk	Action to mitigate the risk
The SWLEP Board does not approve the OBC.	The OBC has been developed in accordance with the DfT's business case and WebTAG processes, and the SWLEP's assurance framework.

### 13. Financial Implications

13.1 Section 4 in the OBC sets out the estimated accounting implications of this phase I scheme.

### 14. Legal Implications

14.1 A grant agreement will be prepared between Wiltshire Council (accountable body) and Great Western Railway (scheme promoter).

### 15. Options Considered

15.1 Alternative options have been considered as part of the OBC in accordance with the DfT's business case and WebTAG processes.

### 16. Conclusions

16.1 The OBC demonstrates that the Chippenham Station Hub Phase I scheme is a deliverable project which will; secure the early delivery of regeneration outcomes at the station alongside the introduction of Intercity Express Trains, provide private sector match funding, demonstrating a commitment to delivery, and enable the full regeneration of the Chippenham Station Hub scheme to follow in an appropriate phased manner.

16.2 Given the findings of the OBC and the comments from the ITA, it is recommended that retained scheme funding is released to support the development and delivery of Chippenham Station Hub Phase I, and the scheme is progressed to a Full Business Case.

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Date of Report: 11 July 2017

The following unpublished documents have been relied on in the preparation of this Report:

None.

Appendices:

Appendix 1: Chippenham Station Hub Phase 1 OBC and appendices

Appendix 2: SWLEP Independent Technical Advisor's Outline Business Case assessment and checklist.

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	LGF Finance Summary		
<b>Attachments:</b>	None		
<b>Author:</b>	Ian Durston	<b>Total no of sheets: (inc cover sheet)</b>	11

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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<b>Summary &amp; Recommendation:</b>
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**Summary**

This paper is for information and summarises the current financial status across the various streams of LGF funding.

For LGF projects, we are forecasting a cumulative underspend of £5.2m at the end of this financial year (17/18). This is due to changes in profiling to the Corsham Mansion House project, the Ultra Fast Broadband project and the Swindon Museum and Art Gallery and Salisbury Plain Heritage Centre projects.

Investigations are currently being carried out into using this underspend to cover an expected earlier spend on the two Wiltshire College projects, and/or to remove the need for Wiltshire Council to cash flow the M4 Junction 17 and A350 Dualling projects.

Profiling for the DfT LGF projects and the DfT Retained projects has been discussed with the DfT Representative, who is in agreement with the current financial position.

It should be noted that any changes agreed at the 11 July 2017 New Eastern Villages (NEV) Programme Board have not been taken account of in this paper.

This paper also discusses National Heritage Memorial Fund funding projects. It is requested that the SWLEP Board consider what would be a reasonable date for an alternative funding strategy for the Salisbury Plain Heritage Centre to come back for discussion.

## **LGF Finance Summary**

### **I. LGF**

#### **I.1 The following projects fit into this category**

##### **Growth Deal Round 1**

- A350 Chippenham Bypass Dualling (Bumpers Farm)
- A350 Chippenham Bypass Dualling (Badger, Brook and Chequers)
- A429 Access Improvements (Malmesbury)
- LGF Sustainable Transport (LSTF)
- M4 Junction 16 Improvements
- Porton Science Park
- Swindon Rapid Transit

##### **Growth Deal Round 2**

- Mansion House (Corsham)
- M4 Junction 17 Improvements
- Swindon Bus Exchange
- Yarnbrook West Ashton Relief Road

##### **Substituted Projects (for M4 Junction 15)**

- Salisbury Plain Heritage Centre
- Swindon Museum and Art Gallery
- Ultra Fast Broadband

##### **Growth Deal Round 3**

- Wiltshire College - Salisbury
- Wiltshire College - Lackham
- Maltings and Central Car Park - Salisbury

I.2 Table I shows the actual spend for each project to date against what is forecast to be spent during the course of the year (blue lines). At the bottom of the table is the total of all the project lines, plus the profile of the grant that we receive from BEIS (shown in the orange line). These total lines are shown graphically in Figure 1a.

I.3 Figure 1b also shows the position of total cumulative forecast profiled spend against the total cumulative grant.

I.4 In financial years 15/16 and 16/17, there was a total underspend of £4,196,748 against the grant allocation for reasons detailed in previous reports

I.5 It had been reported that spend was expected to catch up with the grant allocation in 17/18, but we are now forecasting a continued total underspend of £5,218,168 at the end of 17/18 (as shown in figure 1b). This is mainly due to a delay in the Mansion House Corsham spend (refer to Highlight Reports), the allocations for Swindon Museum and Art Gallery and Salisbury Plain Heritage Centre being moved into 18/19 and the Ultra Fast Broadband project now spending BDUK money prior to the LGF grant.

I.6 Investigations are currently being carried out into using this underspend to cover an expected earlier spend on the two Wiltshire College projects, and/or, to remove the need for Wiltshire Council to cash flow the M4 Junction 17 and A350 Dualling projects.

I.7 It should also be noted that BEIS has awarded £89,630 of grant over and above the forecast profiling of the projects. How this money is to be used is to be determined.

The following information pertains to National Heritage Memorial Fund (NHMF) funded projects:

I.8 The Board of the NHMF met on the 25 April 2017 and took decisions about which submissions for major grants would receive an award in 2017. The information has recently become available as it was held back during the purdah arrangements before the General Election.

I.9 The SWLEP supported two bids from our area; the Salisbury Plain Heritage Centre and the Salisbury Museum. The Salisbury Museum received a letter of support from the SWLEP. The SWLEP Board had agreed in 2016 to allocate £1.35m to the Salisbury Plain Heritage Centre provided the team behind the project were able to amass the required funds to build the museum. The bid to the National Heritage Memorial Fund was a major element of their budget.

I.10 Unfortunately, both bids were rejected by the NHMF Board. The Salisbury Plain Heritage Centre applied for £12.01m capital and £0.51m development grant. The NHMF Board considered that the project represented a high priority for support, but rejected the application in light of the available budget for the meeting.

I.11 Following the earlier agreement of the SWLEP Board, the project team behind the Salisbury Plain Heritage Centre may propose an alternative funding strategy which would continue to require the £1.35m SWLEP grant. It is requested that the SWLEP Board consider what would be a reasonable date for such an alternative funding strategy to come back for discussion.

Table 1

	15/16	16/17	Q1 17/18	Q2 17/18	Q3 17/18	Q4 17/18	Total 17/18	18/19	19/20	20/21	TOTAL
A350 Bumpers Farm - COMPLETE	Original Grant Request	835,000	835,000								1,670,000
	Forecast Profile Spend	1,670,000									1,670,000
	Actual Spend to Date	1,670,000									1,670,000
A429 Malmesbury - COMPLETE	Original Grant Request	1,400,000									1,400,000
	Forecast Profile Spend	1,400,000									1,400,000
	Actual Spend to Date	1,400,000									1,400,000
Porton Science Park	Original Grant Request	4,000,000									4,000,000
	Forecast Profile Spend	0	1,862,200	1,000,000	1,000,000		2,000,000	137,800			4,000,000
	Actual Spend to Date	0	1,862,200	0			0				1,862,200
A350 West Ashton/Yarnbrook	Original Grant Request								2,900,000	2,600,000	5,500,000
	Forecast Profile Spend	0	117,300				0		2,282,700	3,100,000	5,500,000
	Actual Spend to Date	0	117,300				0				117,300
M4 Junction 17	Original Grant Request									500,000	500,000
	Forecast Profile Spend	0	140,400				0		359,600		500,000
	Actual Spend to Date	0	140,400				0				140,400
Corsham Mansion House	Original Grant Request		1,900,000				600,000				2,500,000
	Forecast Profile Spend	26,200	155,500	62,684	162,745	163,837	468,207	600,000			2,500,000
	Actual Spend to Date	26,200	155,500					0	1,460,827		181,700
A350 Dualling Chippenham Bypass	Original Grant Request						2,370,000	2,370,000	2,360,000		7,100,000
	Forecast Profile Spend	0	667,000	36,000	366,000	367,000	367,000	1,136,000	2,683,246	2,613,754	7,100,000
	Actual Spend to Date	0	667,000					0			667,000
Ultra Fast Broadband	Original Grant Request						1,000,000				1,000,000
	Forecast Profile Spend	0	0				0	500,000	500,000		1,000,000
	Actual Spend to Date	0	0				0				0
Salisbury Plain Heritage Centre	Original Grant Request						425,000	925,000			1,350,000
	Forecast Profile Spend	0	0				0	1,350,000			1,350,000
	Actual Spend to Date	0	0				0				0
Swindon Museum and Art Gallery	Original Grant Request						425,000	925,000			1,350,000
	Forecast Profile Spend	0	0				0	1,350,000			1,350,000
	Actual Spend to Date	0	0				0				0
LGF Sustainable Transport (LSTF)	Original Grant Request	1,250,000	1,250,000				1,250,000				3,750,000
	Forecast Profile Spend	1,226,800	1,086,000	359,300	359,300	359,300	359,300	1,437,200			3,750,000
	Actual Spend to Date	1,226,800	1,086,000	90,900				90,900			2,403,700
M4 Junction 16	Original Grant Request		6,080,000				2,960,000		-3,120,000		5,920,000
	Forecast Profile Spend	875,800	4,185,500	994,675	994,675	994,675	994,675	3,978,700		-3,120,000	5,920,000
	Actual Spend to Date	875,800	4,185,500	282,800			282,800				5,344,100
Rapid Transit	Original Grant Request		164,000				3,283,000	3,283,000	3,120,000		9,850,000
	Forecast Profile Spend	0	65,500	847,875	847,875	847,875	847,875	3,391,500	3,283,000	3,120,000	9,850,000
	Actual Spend to Date	0	65,500	70,200			70,200				125,700
Swindon Bus Exchange	Original Grant Request						1,100,000	1,700,000	200,000		3,000,000
	Forecast Profile Spend	0	0	184,250	184,250	184,250	184,250	737,000	2,063,000	200,000	3,000,000
	Actual Spend to Date	0	0					0			0
Wiltshire College - Salisbury	Original Grant Request						2,300,000	2,300,000	2,300,000	6,930,000	13,830,000
	Forecast Profile Spend	0	0	575,000	575,000	575,000	575,000	2,300,000	2,300,000	2,300,000	6,930,000
	Actual Spend to Date	0	0					0			0
Wiltshire College - Lackham	Original Grant Request						1,360,000	1,360,000	1,360,000	4,120,000	8,200,000
	Forecast Profile Spend	0	0	340,000	340,000	340,000	340,000	1,360,000	1,360,000	1,360,000	4,120,000
	Actual Spend to Date	0	0					0			0
Maltings & Central Car Park - Salisbury	Original Grant Request						1,250,000	1,250,000	1,250,000	2,310,000	6,060,000
	Forecast Profile Spend	0	0	310,000	250,000	250,000	250,000	1,060,000	1,000,000	1,000,000	3,000,000
	Actual Spend to Date	0	0					0			0
<b>Grant Annual</b>	<b>7,450,000</b>	<b>10,214,948</b>					<b>19,279,293</b>	<b>16,330,160</b>	<b>8,167,812</b>	<b>16,627,417</b>	<b>77,069,630</b>
<b>TOTAL Forecast Profile</b>	<b>5,198,800</b>	<b>8,269,400</b>	<b>4,709,784</b>	<b>5,079,845</b>	<b>4,081,937</b>	<b>4,386,307</b>	<b>18,257,873</b>	<b>17,487,873</b>	<b>10,616,064</b>	<b>17,150,000</b>	<b>76,980,000</b>
<b>TOTAL Actual</b>	<b>5,198,800</b>	<b>8,269,400</b>	<b>443,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>443,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,912,100</b>

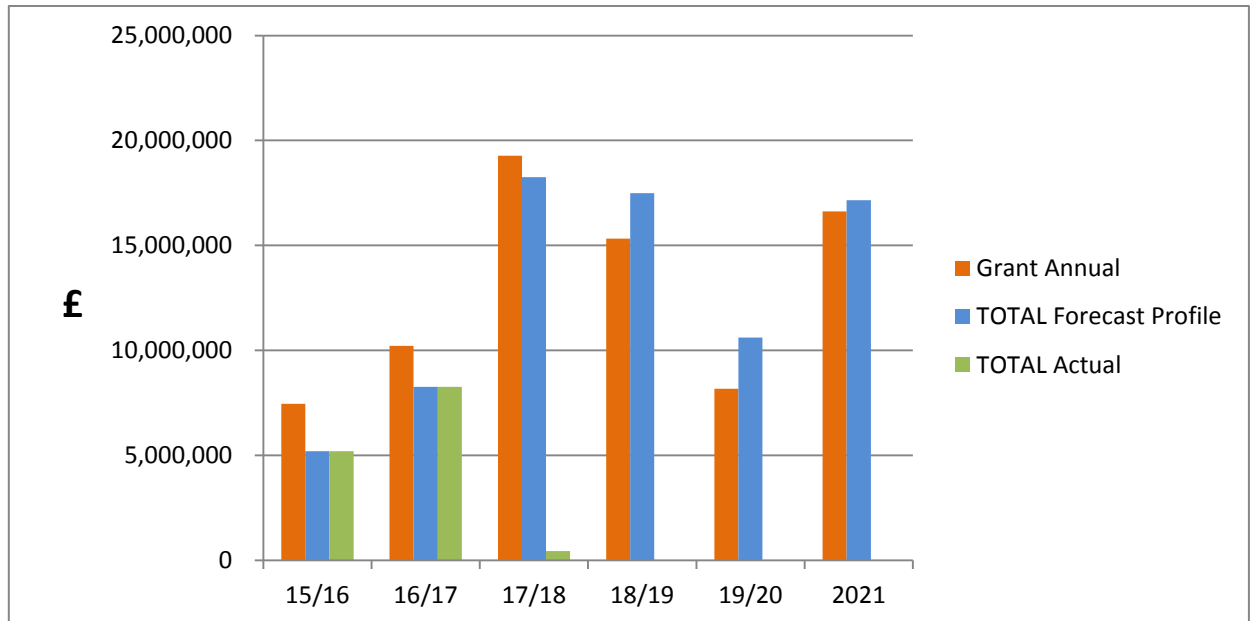


Figure 1a

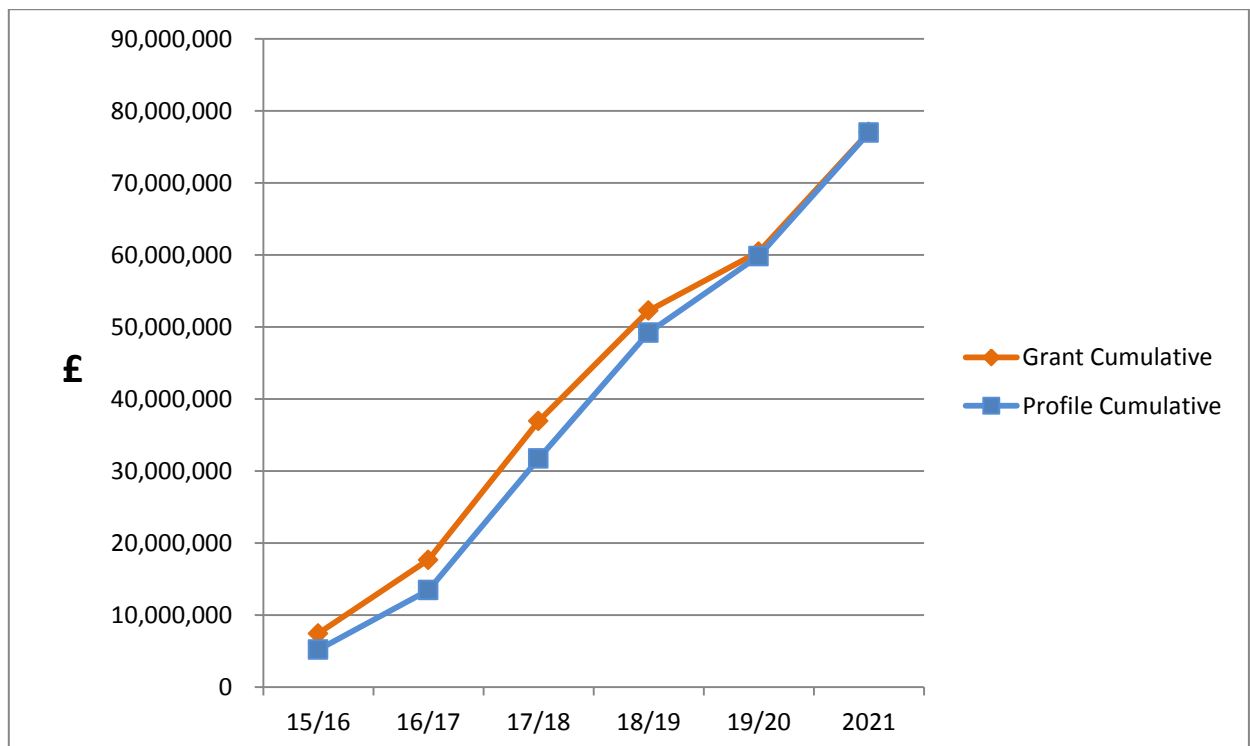


Figure 1b

## **2. LGF – DfT Projects**

2.1 The following New Eastern Villages projects, while LGF projects, are funded by DfT with separate funding conditions, so are accounted for separately:

- NEV – Greenbridge Roundabout
- NEV – West Of A419 (Package 2)
- NEV – Geat Stall Bridge
- NEV – A420 Gablecross

2.2 Table 2 shows the actual spend for each project at the 16/17 financial year end (green lines) against what had been forecast to be spent during the course of the year (blue lines). At the bottom of the table is the total of all the project lines, plus the profile of the grant that we receive from DfT (shown in the orange line). These total lines are shown graphically in Figure 2a.

2.3 Figure 2b also shows the position of total cumulative forecast spend against the total cumulative grant.

2.4 It should be noted that the spend in 15/16 was cashflowed by Swindon Borough Council.

2.5 At the end of 17/18, we are currently forecasting a total cumulative underspend of £1,929,000. This is mainly due to slippage to the A420 Gablecross project. The DfT are aware of this position and do not require any further action at this stage.

2.6 It should be noted that any changes agreed at the 11 July 2017 NEV Programme Board have not been taken account of in this paper.

**Table 2**

		15/16	16/17	Q1 17/18	Q2 17/18	Q3 17/18	Q4 17/18	Total 17/18	18/19	19/20	20/21	TOTAL
<b>Green Bridge Roundabout - COMPLETE</b>	Original Grant Request		2,000,000									2,000,000
	Forecast Profile Spend	591,500	1,408,500					0				2,000,000
	Actual Spend to Date	591,500	1,408,500					0				2,000,000
<b>West of A419 - Package 2</b>	Original Grant Request								500,000	1,500,000		2,000,000
	Forecast Profile Spend	0	0					0	500,000	1,500,000		2,000,000
	Actual Spend to Date	0	0					0				0
<b>A420 Corridor</b>	Original Grant Request		2,500,000									2,500,000
	Forecast Profile Spend	40,500	21,300	127,300	127,300	127,300	127,300	509,200	1,500,000	429,000		2,500,000
	Actual Spend to Date	40,500	21,300					0				61,800
<b>Great Stall Bridge</b>	Revised Grant Request							500,000	1,761,000	4,696,000	643,000	7,600,000
	Forecast Profile Spend	0	0	125,000	125,000	125,000	125,000	500,000	1,761,000	4,696,000	643,000	7,600,000
	Actual Spend to Date	0	0					0				0
<b>Grant Annual (Revised)</b>		0	4,500,000					500,000	1,761,000	5,196,000	2,143,000	14,100,000
<b>TOTAL Forecast Profile</b>		632,000	1,429,800	252,300	252,300	252,300	252,300	1,009,200	3,261,000	5,625,000	2,143,000	14,100,000
<b>TOTAL Actual</b>		632,000	1,429,800	0	0	0	0	0	0	0	0	2,061,800

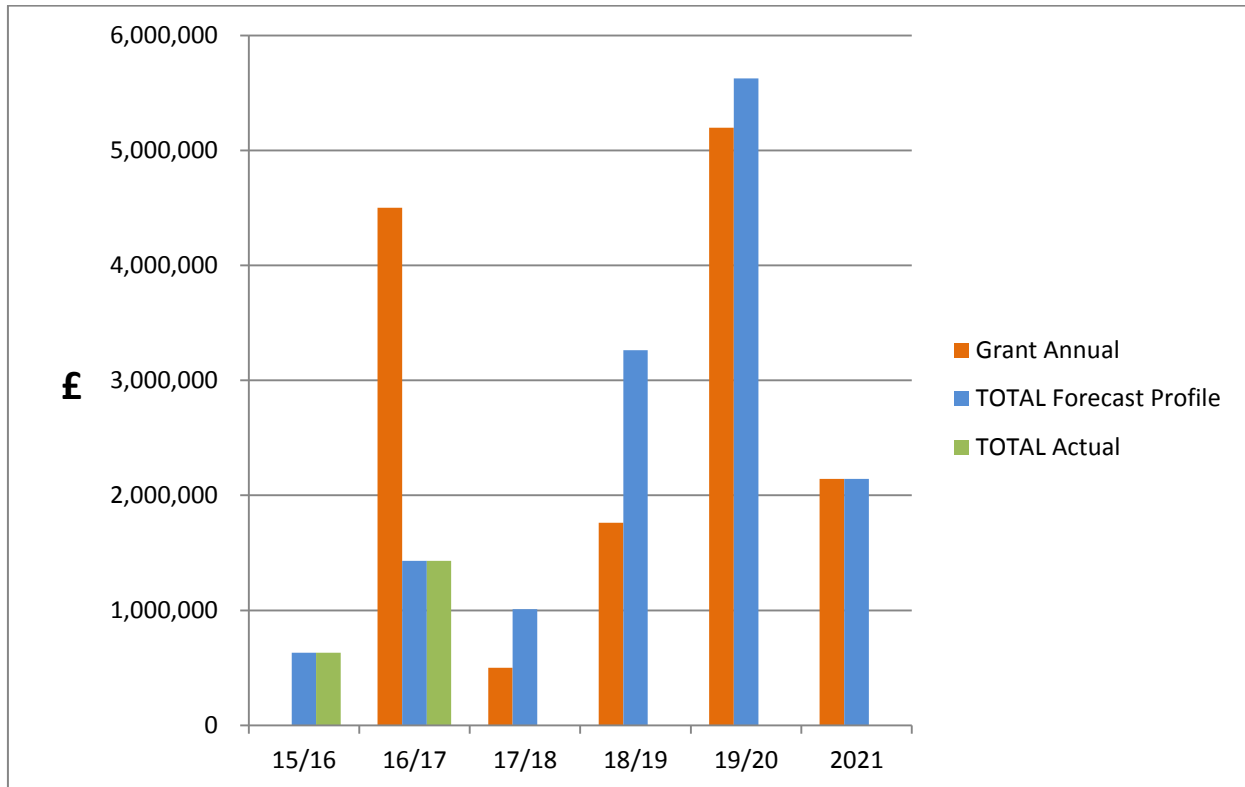


Figure 2a

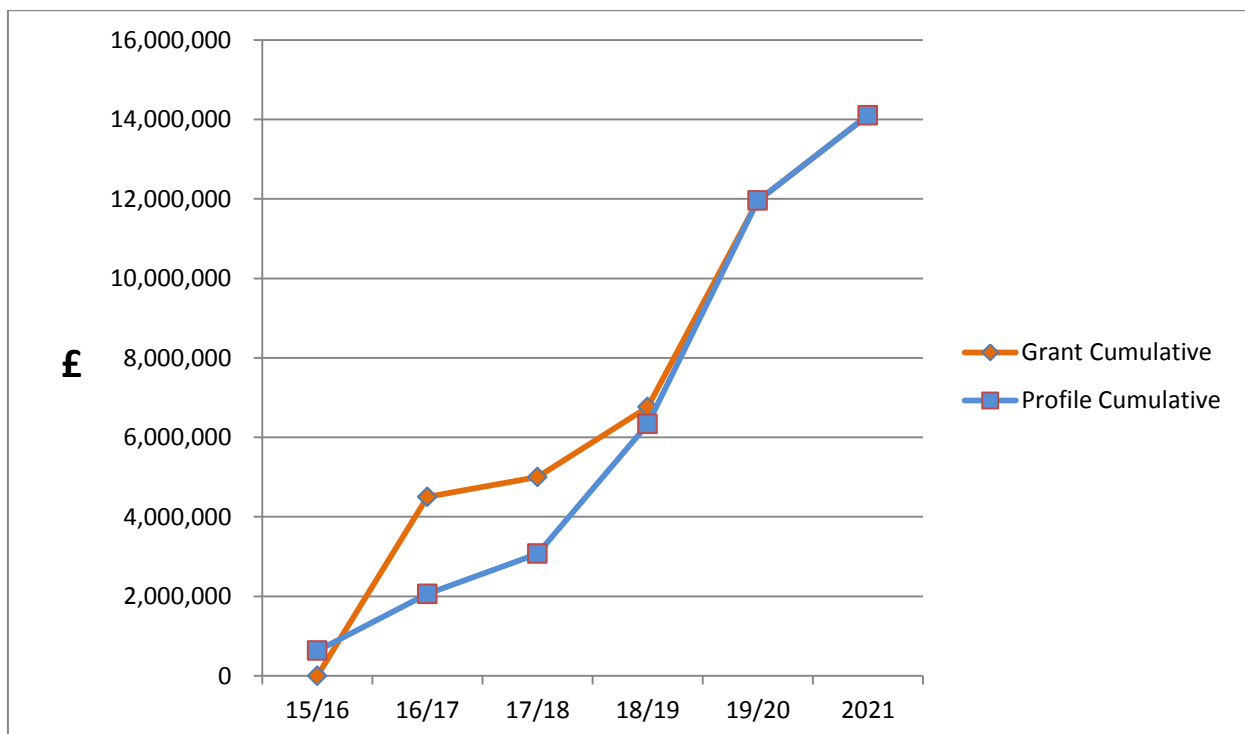


Figure 2b

### **3. DfT Retained Projects**

3.1 The following projects have been retained by the DfT who require project status reporting as well as them controlling the grant payments:

- NEV – Business Case
- NEV – Southern Connector Rd
- NEV – White Hart Junction
- Chippenham Station Hub
- Whichelstowe Western Access

3.2 Table 3 shows the actual spend for each project at the 16/17 financial year end (green lines) against what had been forecast to be spent during the course of the year (blue lines). At the bottom of the table is the total of all the project lines, plus the profile of the grant that we receive from DfT (shown in the orange line). These total lines are shown graphically in Figure 3a.

3.3 Figure 3b also shows the position of total cumulative forecast spend against the total cumulative grant.

3.4 At the end of 17/18, we are currently forecasting a total cumulative underspend of £1,172,000, with further underspend in 18/19. This is mainly due to a delay in the spending of the NEV White Hart Junction project. The DfT are aware of this position and do not require any further action at this stage.

3.5 It should be noted that any changes agreed at the 11 July 2017 NEV Programme Board have not been taken account of in this paper.

**Table 3**

	15/16	16/17	Q1 17/18	Q2 17/18	Q3 17/18	Q4 17/18	Total 17/18	18/19	19/20	20/21	TOTAL
<b>Chippenham Station Hub</b>	Revised Grant Request	350,000					3,000,000	12,650,000			16,000,000
	Forecast Profile Spend	27,900	114,000	0	78,100	130,000	2,500,000	2,708,100	6,000,000	7,150,000	16,000,000
	Actual Spend to Date	27,900	114,000				0				141,900
<b>Wichelstowe Western Access</b>	Revised Grant Request						200,000	2,700,000	10,000,000	10,000,000	22,900,000
	Forecast Profile Spend	0	0				200,000	2,700,000	10,000,000	10,000,000	22,900,000
	Actual Spend to Date	0	0				0				0
<b>New Eastern Villages - Business Case</b>	Original Grant Request	500,000									500,000
	Forecast Profile Spend	381,900	118,100				0				500,000
	Actual Spend to Date	381,900	118,100				0				500,000
<b>New Eastern Villages - White Hart Junction</b>	Revised Grant Request		600,000				400,000		11,000,000	10,500,000	22,500,000
	Forecast Profile Spend	0	28,000	75,000	75,000	75,000	75,000	300,000	672,000	8,100,000	13,400,000
	Actual Spend to Date	0	28,000				0				28,000
<b>New Eastern Villages - Southern Connector Road</b>	Original Grant Request								5,800,000	5,800,000	11,600,000
	Forecast Profile Spend	0	0				0		5,800,000	5,800,000	11,600,000
	Actual Spend to Date	0	0				0				0
<b>Grant Annual</b>	850,000	600,000					3,600,000	15,350,000	26,800,000	26,300,000	73,500,000
<b>TOTAL Forecast Profile</b>	409,800	260,100	75,000	153,100	205,000	2,575,000	3,208,100	9,372,000	31,050,000	29,200,000	73,500,000
<b>TOTAL Actual</b>	409,800	260,100	0	0	0	0	0	0	0	0	669,900

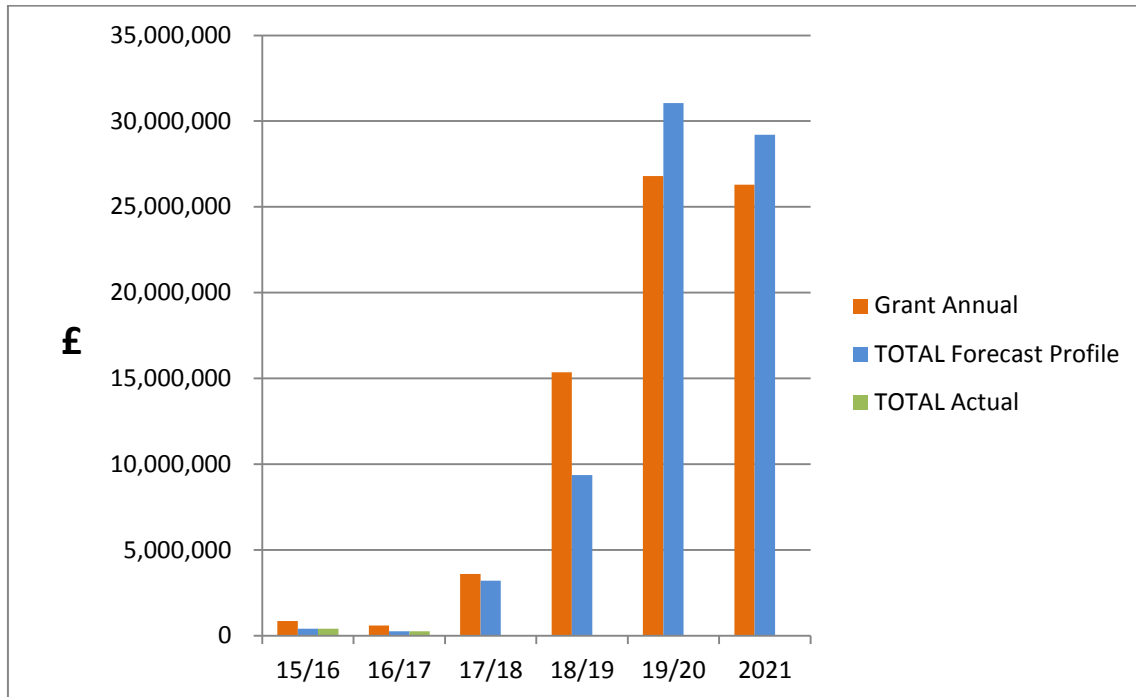


Figure 3a

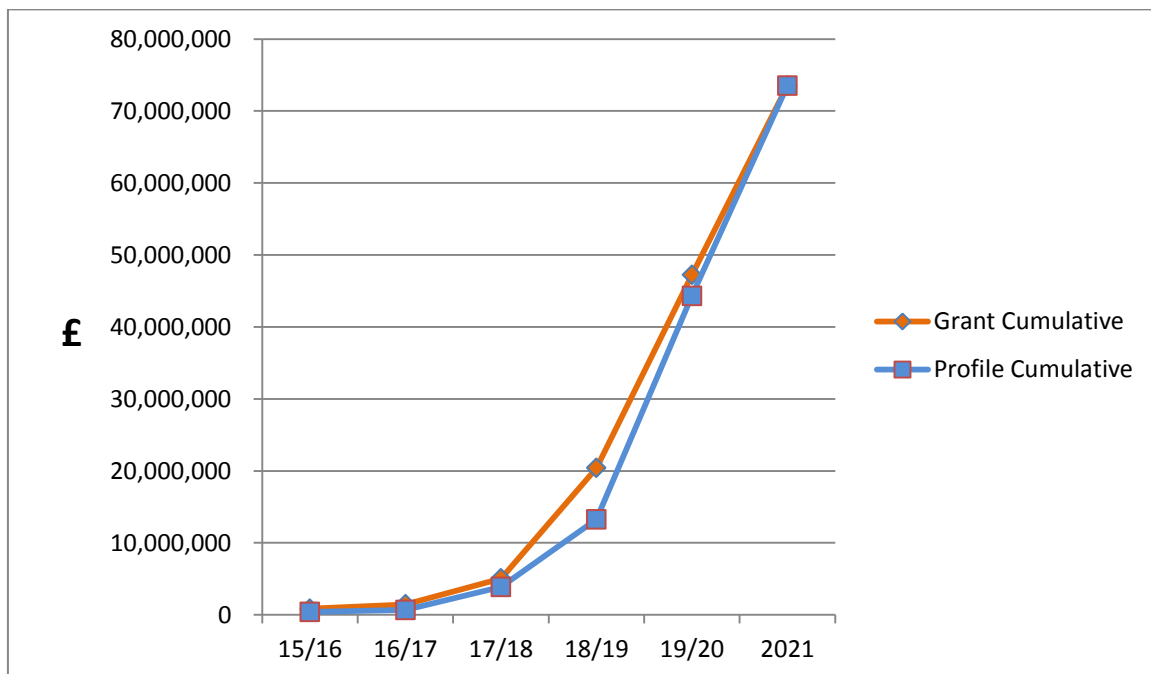


Figure 3b

**Ian Durston, SWLEP Programme Manager**

**10 July 2017**

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<b>Meeting &amp; Date:</b>	SWLEP Board – Wednesday, 19 July 2017		
<b>Subject:</b>	SWLEP Governance Framework		
<b>Attachments:</b>	Appendix I: Revisions to the SWLEP Board Constitution (section b) and Conflicts of Interest Policy (section c)		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	7

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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**Summary & Recommendation:**

**1. Summary**

1.1. At its meeting on 22 March 2017, the Board requested that further legal advice was sought regarding the wording of the Board Constitution (section b) and Conflicts of Interest Policy (section c) of the SWLEP Governance Framework. This advice has been sought and the Governance Framework has been amended (appendix I, text highlighted in yellow). The amended text was reviewed by the Commissioning Group on 7 July 2017 and it recommends that the Board approves and adopts these changes.

**2. Recommendation**

2.1. The SWLEP Board is recommended to:

- 2.1.1. approve the inclusion of the definition of core policy in the SWLEP Constitution, paragraph 2e;
- 2.1.2. approve the amended wording to the SWLEP Constitution, paragraph 14;
- 2.1.3. approve the amended wording to the SWLEP Conflict of Interest Policy, paragraph 8;
- 2.1.4. approve the amended wording to the SWLEP Conflict of Interest Policy, paragraph 22k;
- 2.1.5. approve reinstating paragraph 22l in the SWLEP Conflict of Interest Policy; and

2.1.6. adopt the revised SWLEP Governance Framework.

### **3. Detail**

3.1. Legal advice was sought from the Director of Law and Democratic Services at Swindon Borough Council and the Associate Director Legal and Governance at Wiltshire Council regarding:

- 3.1.1. The definition of 'core policy'. This has been added as a definition in the Board Constitution;
- 3.1.2. The wording of paragraph 14 of the Board Constitution in relation to 70% of members being drawn from the business community and periods when this may temporarily fall below this level due to planned recruitment to the Board.
- 3.1.3. The circumstances surrounding the need for public sector Board members to be excluded from taking part in discussions as well as not being able to vote due to a conflict of interest. Paragraph 8 of the Conflict of Interest Policy has been extended to be clearer on this point;
- 3.1.4. The wording of para 22 subsection k of the Conflicts of Interest Policy regarding Board Member voting. This section now includes reinstating paragraph l which had been removed as part of the earlier revision process.

3.2. Appendix I sets out the proposed new wording which is presented alongside the wording which was presented at the 22 March 2017 Board to highlight where amendments have been made.

3.3. A full version of the Governance Framework is available on request.

**Appendix I: Revisions to the SWLEP Board constitution and conflicts of interest policy**

**Board constitution (section b of the Governance Framework)**

Text presented at the 22 March Board 2017	Proposed amended wording July 2017
<p>Not applicable – new definition.</p> <p>The text relating to core policy remains unchanged on para 21, subsection j.</p>	<p>Core policy definition “core policy” is a policy approved by the relevant Unitary Authority as part of its Policy Framework.</p> <p><b>Reference to ‘core policy’ is made in the Conflicts of Interest Policy Paragraph 21, subsection j</b></p> <p>If either Unitary Authority expresses a concern that a proposal would, if accepted, result in a risk of one or both Unitary Authorities breaching regulatory or accounting requirements, contravening a core policy of the Authority or being subject to legal challenge:</p> <ul style="list-style-type: none"> <li>• the Board shall delay decision-making on that proposal to allow for further consideration and discussion and to obtain appropriate advice;</li> <li>• Board members shall have due regard to the views of the Unitary Authorities, any legal or other professional advice obtained or provided to it and all other relevant factors in reaching a final view on the proposal.</li> </ul>

<b>Text presented at the 22 March Board 2017</b>	<b>Proposed amended wording July 2017</b>
<p>The SWLEP has a Board of a minimum of 14 and maximum of 20 Members and is constituted in such a way as to ensure that it is business-led, with its Chair and at least 70% of all Members representing the business community who will be appointed on a 3 year basis (which can be extended).</p>	<p>The SWLEP has a Board of a minimum of 14 and maximum of 20 Members and is constituted in such a way as to ensure that it is business-led, with its Chair and at least 70% of all Members representing the business community who will be appointed on a 3 year basis (which can be extended). Business representation on the Board may temporarily fall below 70% during periods of planned recruitment to it. In these instances the Board can continue to operate as normal as long as it remains quorate when it meets and makes decisions.</p>

<b>Text presented at the 22 March Board 2017</b>	<b>Proposed amended wording July 2017</b>
<p><b>Para 22 k</b> Where the Board has not been able to reach consensus even after it has proceeded in accordance with paragraphs i and j, or if a decision is required urgently and cannot be delayed beyond the first full discussion without prejudicing the position of the SWLEP or its stakeholders, the Board shall take a decision on the basis of a vote. Each Board member shall have a single vote and a proposal shall be agreed as a decision of the Board if a majority of members present and voting cast their votes in favour of the proposal as long as:</p> <ul style="list-style-type: none"> <li>the Board members representing both Unitary Authorities cast their votes in favour of accepting the plan; and</li> </ul>	<p><b>Para 22 k</b> Where the Board has not been able to reach consensus even after it has proceeded in accordance with paragraphs i and j, or if a decision is required urgently and cannot be delayed beyond the first full discussion without prejudicing the position of the SWLEP or its stakeholders, the Board shall take a decision on the basis of a vote. Except where paragraph [21 subsection] 0 applies, each Board member shall have a single vote and a proposal shall be agreed as a decision of the Board if a majority of members present and voting cast their votes in favour of the proposal.</p> <p><b>Para 22 l</b> Where the Board is considering a proposal to agree its annual business plan pursuant to</p>

- at least 50% of the other Board members present and voting cast their votes in favour of accepting the proposal.

paragraph **Error! Reference source not found.** and a vote is required because consensus has not been achieved under paragraphs i and 0, the plan shall not be regarded as agreed unless:

- the Board members representing both Unitary Authorities cast their votes in favour of accepting the plan; and
- at least 50% of the other Board members present and voting cast their votes in favour of accepting the plan.

**Conflicts of interest policy (section c of the Governance Framework)**

<b>Text presented at the 22 March 2017 Board</b>	<b>Proposed amended wording July 2017</b>
<p><b>Para 6</b></p> <p>A Board member shall not vote or participate in discussions on any matter which relates directly to an organisation or project in respect of which the Board member has a Relevant Interests, or where the matter may have a particular impact on such an organisation or project.</p> <p><b>Conflicts of interest</b></p> <p>Paragraph 7</p> <p>A conflict of interest arises on a matter to be discussed by the Board where:</p> <ol style="list-style-type: none"> <li>a. the matter relates to an organisation with which a Board member or their partner/spouse or family member is associated as an employee, director, contractor, trustee, member or shareholder;</li> <li>b. the matter may have a particular impact on an organisation with which a Board member or their partner/spouse or family member is associated as an employee, director, contractor, trustee, member or shareholder;</li> <li>c. the matter may have a particular impact on a Board member, their partner/spouse, family member or close friend (i.e. an impact greater than the impact on the majority of Council tax payers or other</li> </ol>	<p><b>Para 6</b></p> <p><b>Subject to paragraph 8,</b> a Board member shall not vote or participate in discussions on any matter which relates directly to an organisation or project in respect of which the Board member has a Relevant Interests, or where the matter may have a particular impact on such an organisation or project.</p> <p><b>Conflicts of interest</b></p> <p>Para 7 unchanged</p> <p>A conflict of interest arises on a matter to be discussed by the Board where:</p> <ol style="list-style-type: none"> <li>a. the matter relates to an organisation with which a Board member or their partner/spouse or family member is associated as an employee, director, contractor, trustee, member or shareholder;</li> <li>b. the matter may have a particular impact on an organisation with which a Board member or their partner/spouse or family member is associated as an employee, director, contractor, trustee, member or shareholder;</li> <li>c. the matter may have a particular impact on a Board member, their partner/spouse, family member or close friend (i.e. an impact greater than the impact on the majority of Council tax payers or other comparable individuals in the area); or</li> </ol>

comparable individuals in the area); or  
d. the Board member has any other direct personal or financial interest in the outcome of the Board's discussion on the matter.

**Para 8**

Where a Board member considers that s/he has or may have a conflict of interest in relation to a matter to be discussed by the Board, s/he must disclose the conflict or potential conflict to the Board prior to the commencement of the Board's discussion of that matter. This requirement applies regardless of whether he has previously declared the interest in the Register of Board Members' Interests.

**Para 9**

Where a Board member makes a declaration under paragraph 8, unless the Board agrees that the matter declared does not fall within the definition of a conflict of interest the Board member shall not participate in or vote on the relevant matter and may, at the Chair's discussion, be asked to withdraw from the meeting.

d. the Board member has any other direct personal or financial interest in the outcome of the Board's discussion on the matter.

**Para 8:**

Where a Board member considers that s/he has or may have a conflict of interest in relation to a matter to be discussed by the Board, s/he must disclose the conflict or potential conflict to the Board prior to the commencement of the Board's discussion of that matter. This requirement applies regardless of whether he has previously declared the interest in the Register of Board members' Interests. **A conflict of interest in relation to a Board member representing a public sector organisation would, in general terms, only arise where the public sector organisation would derive a direct financial benefit in terms, for example, of a capital receipt being generated, as the result of the decision on the matter to be discussed by the Board.**

**Para 9**

Where a Board member makes a declaration under paragraph 8, unless the Board agrees that the matter declared does not fall within the definition of a conflict of interest the Board member shall not participate in or vote on the relevant matter and may, at the **Chair's discretion**, be asked to withdraw from the meeting.

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Annual Report 2016/17		
<b>Attachments:</b>	Draft Annual Report 2016 2017 (25 pages) Sample design (11 pages)		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	2 = total 38 pages

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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## 1. Purpose

- 1.1. This paper presents the final draft text for the annual report 2016/17 to the SWLEP Board for its approval. This is in-line with the SWLEP Assurance Framework which states that an annual report will be written by July each year for publication on the SWLEP website.
- 1.2. A mock-up of the design is also included so the Board can get a feel of what the final report will look like. The mock-up pages do not contain the final annual report text; this is included as a separate document.

## 2. Summary

- 2.1. The annual report takes a retrospective look of the work undertaken by the SWLEP during 2016/17 and presents a brief overview of work planned for 2017/18. It is a highlight document to promote the work of the SWLEP and as such has been structured largely around its five strategic objectives plus a separate piece on the European Structural and Investment Funds (ESIF). A financial statement for 2016/17 is also presented.
- 2.2. The report also includes forewords from the Chairman and Director, information on the economy; a forward look to delivery in 2017/18; information on how to get involved with the SWLEP; and a summary of accountability and transparency arrangements.
- 2.3. A range of design options have been considered by the Annual Report Working Group and a sample mock-up is presented to the Board for illustrative purposes.

2.4. The SWLEP Commissioning Group reviewed the final draft text for the annual report and the proposed design at its meeting on the 7 July and it recommends it to the Board for approval.

### **3. Recommendations**

The Swindon and Wiltshire Local Enterprise Board is recommended to:

- 3.1. Approve the draft annual report; and
- 3.2. Note the preferred design option.

### **4. Appendices**

- 4.1. **Appendix I- Draft Annual Report 2016/17 for approval**
- 4.2. **Appendix II – sample mock-up design**

## **Draft SWLEP annual report 2016/17**

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## I. Foreword from the Chairman

It has been an eventful and productive year for the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Board and the production of our annual report marks a new chapter for us in terms of sharing our achievements and preparing for the future.

The Board has seen some changes in membership over the year: we welcomed three new members in March 2016 and bid farewell to Barry Dennington in July after two productive years as our Chairman. I was fortunate to be appointed as Chairman in November 2016 and Adam Schallamach joined me as the new Vice-Chairman in March 2017.

In the summer we submitted our Growth Deal 3 investment priorities to Government for funding which will help progress the delivery of our skills and talent and place-shaping strategic objectives. This secured £28.09m of additional funding to our existing £140.8m allocation which we successfully bid for in our Growth Deals 1 and 2. As a Board we are ready to respond to any future funding opportunities.

We reviewed our Assurance Framework in January 2017 and refreshed it to ensure that our systems continue to be robust and transparent and it has been signed off by Wiltshire Council acting as our Accountable Body. As part of our commitment to transparency our Board holds its meetings in public and we welcome constructive engagement with the business community and representative organisations.

Our annual report is not only about looking back at the investment we have delivered but focusing on what we want to achieve in the future. We have a wealth of experience amongst our members and in 2017/18 I am looking forward to steering the Board in delivering our growth aspirations in the context of a newly elected Government and the Brexit negotiations. We have made an excellent start in setting out what we want to achieve through our response to the Government's consultation on the Industrial Strategy in March 2017. The areas where we believe we can make a significant contribution nationally are through investment in:

1. Innovation in emerging low carbon energy technologies;
2. Advanced engineering in the aerospace defence sector and robotics;
3. Cyber security;
4. Keeping people safe through the use of science and defence technologies;
5. R&D and higher skills development.

The next year is particularly important to us as we broaden our reach within the business community and continue to deliver our investment portfolio. On behalf of the SWLEP Board I would like to extend our thanks to all the organisations and businesses which have supported us this far.

*John Mortimer*

John Mortimer  
Chairman  
Swindon and Wiltshire Local Enterprise Partnership  
July 2017



## 2. From the Director

2016/17 has been a successful year for the SWLEP and we have made great progress in delivering our Growth Deal 1 and 2 investment schemes. This has included completing work on our road infrastructure in Malmesbury which supported the expansion of high value – highly skilled engineering jobs at Dyson. The Greenbridge Roundabout has been delivered as part of our investment in the New Eastern Villages development near Swindon and journey times along the A350 at Chippenham have been improved through a section of the Chippenham bypass being converted into a dual carriageway.

Off the back of reviewing our Strategic Economic Plan in early 2016, we were well placed to submit our Growth Deal 3 bid to Government in July which secured an extra £28.09m of funding in addition to our existing £140.8m allocation. This new investment will secure the long term future of our further education campuses at Lackham and Salisbury with much needed development of state-of-the-art learning and teaching facilities. We are also able to invest in the regeneration plans for Salisbury which will support its role as a major tourism and retail destination. Finally, we have allocated £1m to promote digital capability which will see the rollout of ultrafast and next generation broadband to complement existing provision. Combined our 3 Growth Deals have leveraged a further £349.2m of match funding from the private and public sectors resulting in an overall investment of over £0.5bn for Swindon and Wiltshire."

Looking forward to 2017/18 we are redeveloping our Growth Hub portal and extending our reach in supporting businesses in Swindon and Wiltshire. The delivery of our European Structural Investment Funds programme will become fully operational including support for skills development; raising the aspirations of our young people; innovation; energy efficiency and business advice and guidance. We pride ourselves on our strong programme management systems which have been commended by Government and we will seek continual improvement throughout the next year.

*Patrick Bradley*

Paddy Bradley  
Director  
Swindon and Wiltshire Local Enterprise Partnership  
July 2017



### 3. Swindon and Wiltshire economy in 2016

The Swindon and Wiltshire economy continues to thrive and we are confident that we can achieve our vision to be world-renowned for innovation, entrepreneurialism and our great quality of life by 2026. In order to understand the impact we have in delivering out strategic objectives we monitor a range of workforce and enterprise data that are published by the Office for National Statistics.

#### Data for infographics on the economy page

Indicator	Performance	Notes
<b>GVA</b>		
2015	£17.3bn	2014-2015 2nd highest rate of growth across all LEPs
<b>Labour market</b>		
Unemployment rate aged 16-64 in 2015	3.9%	Generally accepted as equating to full employment. Down from a high of 7% in 2013. GB 4.8%
<b>Employment and skills</b>		
Qualifications of the workforce are above the national average,	2016	NVQ4+ up from 33% in 2011.
NVQ 4+		GB
NVQ 3+	39.5%	38.2%
NVQ 2 +	59.6%	56.9%
NVQ 1+	77.7%	74.3%
Other	90.2%	85.3%
No qualifications	5.7%	6.6%
	4.0%	8.0%
<b>Business and enterprise</b>		
Total number of enterprises	29,185	24,355 2011 NOMIS business count data. 20% growth in the number of enterprises
Business profile by size		Largely in line with the profile for GB
Micros (0-9 employees)	89.9%	GB
Small (10-49)	8.2%	Between 2011 and 2016 the growth in the number of micros, small and medium sized businesses was below the rate for GB but especially micros
Medium (50-249)	1.6%	
Large (250+)	0.4%	

Business start-up 2014 (latest published Nov 2016)	3,520	44.6% more start up in 2014 than in 2011 (2,575)
Survival rate	54%	2011-2015, four year survival rate GB comparison 51%
<b>Demographics</b>		
Population 2015	703,300	Grown by 2.8% between 2011 and 2015. GB 2.9% growth
Population aged 16-64	435,000	Working age population fell by 1,005 people.

## 4. SWLEP financial statement 2016/17

### Financial statement

2016/17	Brought forward 2015/16	Income	Sub total	Expenditure 2016/17	Roll forward 2017/18
Core funding	£262,700	£500,000	£762,700	£435,500	£327,200
GPIF capital	£6,203,700	£0	£6,203,700	£62,500	£6,141,200
GPIF revenue	£541,200	£0	£541,200	£8,700	£532,500
LGF	£0	£14,714,900	£14,714,900	£9,699,200	£0
Non LGF capital programme				£5,015,700	
LGF retained	£440,200	£600,000	£1,040,200	£260,100	£780,100
Higher Futures	£1,006,300	£0	£1,006,300	£308,200	£698,100
Growth Hub	£19,900	£205,000	£224,900	£214,900	£10,000
Careers and Enterprise Company	£49,200	£126,800	£176,000	£137,900	£38,100
<b>Total capital</b>	<b>£6,643,900</b>	<b>£15,314,900</b>	<b>£21,958,800</b>	<b>£15,037,500</b>	<b>£6,921,300</b>
<b>Total revenue</b>	<b>£1,879,300</b>	<b>£831,800</b>	<b>£2,711,100</b>	<b>£1,105,200</b>	<b>£1,605,900</b>

In accordance with the guidance from DCLG, the total Local Growth Fund grant for non-retained schemes has been spent on capital projects in 2016/17. The SWLEP and its Accountable body have the authority to manage the programme and funding across financial years providing that the grant is spent on capital projects in each financial year. To manage the full allocation in 2016/17, £5.016m was badged against the accountable body's capital programme and will be made available to the SWLEP for LGF schemes in 2017/18.

Some of our allocated grant is under the control of the Department for Transport (DfT); £73.5m of our £169m local growth deal fund has been awarded to four schemes that they are obliged by Government to retain control.

## 5. Delivering our vision

In delivering our vision we are focusing on our five strategic objectives:

1. **Skills and talent:** we need an appropriately skilled and competitive workforce to achieve our growth ambitions.
2. **Transport infrastructure:** we need a well-connected, reliable and resilient transport system to support economic and planned development growth at key locations.
3. **Digital capability:** we need to deliver excellence in digital connectivity and cyber transformation to achieve business growth, innovative public services and influence societal change.
4. **Place-shaping:** we need to deliver the infrastructure required to deliver our planned growth and regenerate our city and town centres, and improve our visitor and cultural offer.
5. **Business development:** we need to strengthen the competitiveness of small and medium sized businesses and attract a greater share of foreign and domestic investment into the area.

'Rota Val Ltd has worked with the SWLEP and recognises their efforts to grow our local economy. Investment in skills, transport infrastructure, town centre regeneration and business development is essential in making our area even more competitive, and attractive to future staff. The needs of our economy are aligned to the priorities in the SWLEP economic plan; we therefore support the SWLEP in leading economic development in the Swindon and Wiltshire area.'

**Beverley Ford**  
Managing Director  
Rota Val Ltd

### Get involved with the SWLEP

The SWLEP Board has at least 70% of its members coming from the private sector. From time to time we have vacancies on the Board which we advertise.

## 6. Skills and talent

Skills and talent is the SWLEP's current number one priority in our 2016 Strategic Economic Plan and there has been significant activity in this area from investment in education premises through to skills development delivery; mentoring schemes and careers advice.

Our Growth Deal bid in 2016 highlighted the need for investment in Wiltshire College's campuses at Salisbury and Lackham. As a result the SWLEP has allocated £22.03m of investment to improve facilities at both sites from 2017/18. These schemes are expected to support 1,382 new learners every year, create 160 new jobs and create a further 320 jobs indirectly.

Higher Futures is the SWLEP's £1.4m City Deal programme aimed at addressing the skills gaps that businesses tell us are hampering their growth by providing a brokerage service between those businesses and universities and colleges. Business engagement got underway in 2016/17 and next year we aim to ramp up the delivery of the programme and integrate it more closely within the Growth Hub offer.

<b>Higher Futures outputs 2016/17</b>	<b>Number</b>
Business engaged	71
Learners on the programme	40
Completed tenders with universities for provision of skills projects	13
Estimated learners in pipeline	780

The Swindon & Wiltshire Enterprise Adviser Network (SWEAN) was established in December 2015. Volunteers from the business community have been recruited as Enterprise Advisers to help with careers and enterprise activities in our schools and colleges. Our programme is recognised as leading the way nationally and is close to full coverage.

<b>SWEAN outputs 2016/17</b>	<b>Number</b>
Enterprise Advisers -business volunteers	40
Schools and colleges in the network	43

'The Defence Science and Technology Laboratory are pleased to be associated with the Swindon and Wiltshire Local Enterprise Partnership, its investment in science and technology and promoting prosperity in the region. The SWLEP currently has infrastructure and transport projects worth £518m in the pipeline that supports the investment in the science and technology skills capability in the region.

We value the SWLEP's efforts to support the science and technology capability and will continue to support the SWLEP to support prosperity in Swindon and Wiltshire.'

Andrew Seedhouse  
Innovation Lead  
DSTL

### **Get involved and become a business mentor**

There are lots of opportunities to become a mentor from supporting start-ups and small businesses; participating in our networking events; to engaging with our local schools and colleges through our SWEAN programme to raise awareness of career options and the work environment.

## 7. Transport infrastructure improvements

We have allocated £30.19m of local growth funding to seven schemes which will improve the Swindon and Wiltshire transport infrastructure and this investment will leverage a further £10.44m in match funding. Combined these schemes will have a significant impact on the local economy including improving journey time reliability and safety as well as supporting the creation of new jobs and homes.

<b>Output</b>	<b>Target March 2021</b>
New jobs created directly	3,117
New jobs created indirectly	1,550
New homes built	5,492
Employment land created (hectares)	24
Total investment in Swindon and Wiltshire	£40.63m

Two transport infrastructure schemes have been fully completed so far and a further four schemes will follow.

### Completed Projects

- £2.0m has been invested in Malmesbury to construct two roundabouts near the Dyson facility which significantly improved access to the site, meaning that Dyson can recruit an additional 3,000 engineers.
- £1.67m has been invested by the SWLEP in converting a section of the A350 around Chippenham into dual carriageway, improving the journey to work for thousands of commuters in the area each day. A further £1.67m has been leveraged as match funding.

‘The investment provided as part of the first round of Growth Deal Funding delivered road infrastructure improvements which supported the expansion of Dyson’s research and development campus in Malmesbury. We look forward to working with Wiltshire Council and SWLEP on future road improvements works to support our continuing expansion.’

Rob Hill,  
Director of Estates  
Dyson

Did you know that all our investments from the start are appraised against their economic; environmental, social, skills impact as well as their value for money impact?

**Get involved and subscribe to our newsletter**

This is a great way to hear about the latest news about the SWLEP’s programmes and events which could support your business and extend your business network with the wider business community. To subscribe and get started, please send an email [info@SWLEP.co.uk](mailto:info@SWLEP.co.uk)

## 8. Place-shaping

The SWLEP's place-shaping activity looks to reinvigorate our key settlements and support the appropriate development of our city, towns and villages as attractive and comfortable places to live and work in. To this end, we have allocated £104.86m of our local growth deal funding to eight place-shaping schemes across our area which in turn have drawn in a further £297.76m of match funding.

Output	Target March 2021
New jobs created directly	1,645.5
New jobs created indirectly	15,02
New homes built	13,35
Employment land created (hectares)	83.33
Total investment in Swindon and Wiltshire	£402.62m

### Completed Projects

The Greenbridge roundabout in east Swindon has received a £5.3m upgrade to improve traffic flow in the area and will also ensure that traffic continues to flow freely when the 8,000 new homes are constructed as part of the New Eastern Village development.

IXYS UK supports SWLEP in its focus to grow the local economy by making Swindon and Wiltshire the very best location from which to do business. They have a clear plan to create the right environment for innovation and therefore to create wealth, jobs and business opportunities by focusing on skills and talent, transport infrastructure, digital capability, place shaping and business development.'

Phil Townsend  
R&D Engineer/Company Secretary  
IXYS UK Westcode Ltd.

Did you know that in 2015 Swindon and Wiltshire had a population of 703,300?

### **Get involved and provide feedback**

We are interested in knowing your views about the work we do and also how your business may be affected by national policies. You can do this by participating in consultation exercises which will be posted on our website or through responding to a direct request for feedback from us.

## 9. Digital capability

The SWLEP recognises that the digital infrastructure is a key element for businesses to operate successfully. As a result we are investing £3.5m of our local growth fund in two schemes to support the development of the Swindon and Wiltshire digital infrastructure which will draw in a further £3.4m of investment as match funding.

The provision of broadband at a satisfactory speed is a key element of this, especially in rural areas. We are therefore investing £1m towards the delivery of ultrafast (100+ mega-bits per second) and next generation access (NGA) broadband (30+ mega-bits per second).

Our investment in the redevelopment of the Corsham Mansion House forms part of our vision to further develop digital and cyber security expertise in our area. The Mansion House will offer incubation space to businesses working in the digital and innovation sectors and will be opened up to academic and community use. In turn we hope to attract new businesses to locate in the wider area and enhance the local skills base.

Output	Target March 2021
Business premises with access to ultrafast and next generation broadband	1,875
New jobs created directly	300
New jobs created indirectly	2,180
Total investment in Swindon and Wiltshire	£6.9m

'Wavin would like to compliment SWLEP's ability to align the needs of the local businesses and the ongoing work they undertake to promote the local economy. Wavin values SWLEP's efforts in addressing skills gaps, transport issues and other business development activities. We therefore, support SWLEP to ensure continued development of the area including improved broadband provision.'

Ash Nandurkar  
Interim HR Business Partner  
Wavin Limited

Did you know that the M4 corridor is the backbone for Britain's tech industry and its development was powered by the telecommunications and IT industries? It runs from London through Swindon and Wiltshire to Bristol and South Wales.

Get involved with business support

Small and medium sized businesses in need of investment can access information and advice through the SWLEP's Growth Hub

## 10. Business development

Business support is an important element in achieving our growth aspirations and the SWLEP understands that starting, running and growing a business can be a challenging process. This support can be in terms of access to advice and guidance or access to suitable premises and the SWLEP has invested in the provision of both. We provide business support and advice to start-ups and growing businesses in the area through the Swindon and Wiltshire Growth Hub. The aim of our Growth Hub is to support enterprise by providing a single gateway for business support.

<b>Growth Hub outputs 2016/17</b>	<b>Number</b>
Sessions on the online portal	14,044
New users on the online portal	4,535
Pre-starts supported	52
Start-ups supported	49
Established businesses supported with advice or attended the seminar programme	537

We have invested £4m from our local growth fund in the Porton Science Park development which will provide innovation and grow-on space for the health and life sciences sector; one of our priority sectors.

<b>Porton Science Park</b>	<b>Outputs to March 2021</b>
New jobs created indirectly	1,800
New jobs created	302
Total investment in Swindon and Wiltshire	£39.6m

'Excalibur recognises the continued efforts made by the SWLEP to grow our local economy. Investment in skills, transport infrastructure, town centre regeneration and business development is essential in making our area even more competitive. The goals of our business are aligned to the priorities in the SWLEP economic plan. We therefore, support the SWLEP in leading economic development in the Swindon and Wiltshire area creating an environment where businesses can thrive & providing better opportunities for all.'

Emma Carter  
Sales and Marketing Director  
Excalibur

### **Get involved with business case studies**

If you have received support from one of the SWLEP programmes we would like to hear about the impact this has had on the success of your business and how it has helped you to address business challenges. Your case study could be an inspiration to many other businesses which we are working with.

## 11. European Structural and Investment Funds

It has been a busy year for the SWLEP in terms of guiding the investment of the Swindon and Wiltshire European Structural and Investment Funds (ESIF) Strategy which is a pot of €48.3m (£37.75m<sup>1</sup>) of European funding allocated to our area.

<b>ESIF funded projects 2016/17</b>	<b>Nominal local allocation<sup>2</sup></b>	<b>Committed to projects</b>
Research & development	£6.72m	£4m
SME competitiveness	£4.78m	£2.21m
Low carbon economy	£5.43m	£5m <sup>3</sup>
Inclusive labour markets	£9.07m	£7.75m
Skills for Growth	£7.85m	£4.89m
<b>Total investment in Swindon and Wiltshire</b>	<b>£33.88m</b>	<b>£23.6m</b>

All of our ESIF support is being made accessible from our Growth Hub and delivery across Swindon and Wiltshire is on course to meet its target to create 184 new jobs and deliver specialist business support to over 900 small and medium sized businesses. In addition, we aim to help over 20,000 people gain and improve their workplace skills and tackle social inclusion, including supporting 3,200 under-25s to improve employability skills and career aspirations.

<sup>1</sup> Actual local allocation is €48.3m and is subject to exchange rate conversion. £37.75m is current sterling value.

<sup>2</sup> Value at current applicable exchange rate

<sup>3</sup> Subject to final decisions by the ERDF Managing Authority

'Serco are pleased to be working alongside Swindon and Wiltshire Local Enterprise Partnership to deliver the Skills Support for the Workforce (SSW) programme which aims to upskill employees within small and medium sized enterprises. We have built a strong partnership with the LEP, focusing our delivery on key priority sectors and supporting them in their role of generating economic prosperity through business support and skills provision. SSW is co-financed by the European Social Fund and the Education and Skills Funding Agency.'

Gareth Moss  
Director  
Serco Employment, Skills and Enterprise

Did you know that ESIF projects include support for:

- the Porton Science Incubator;
- SME Growth project;
- Exporting, manufacturing, productivity and business innovation advice and guidance;
- Specialist advice for the health and life sciences sector;
- Skills support for workers;
- Leadership and management courses;
- Employability support: Link to Work, your time and support for the over 50's services; and
- Building Bridges.

## 12. Looking ahead to 2017/18

Our focus for 2017/18 will be to roll out our investment plans against our 5 strategic priorities as well as ensure the continued delivery of our ESIF programme. The way in which we operate is central to our values for transparency and accountability and we will seek continual improvement in our governance structures.

During 2017/18 the SWLEP will focus on:

- delivering our Growth Deal programme;
- developing strategies for higher education, rail and the digital sector;
- running an open call to the Growing Places Infrastructure Fund;
- completing the allocation of our European Structural and Investment Funds;
- refreshing our Governance Framework; and
- bidding to Government for an Institute of Technology for Swindon and Wiltshire.

### 13. Accountability and transparency

The SWLEP is a partnership between business, Swindon Borough Council, Wiltshire Council, the Military and the education sector with Wiltshire Council acting as our Accountable body. Our Board operates with support from the Joint Strategic Economic Committee which ensures the SWLEP is accountable to local people by providing political oversight to our work; and the Joint Scrutiny Task Group which acts as a critical friend and provides independent scrutiny of our work. During 2016 we decided it was time to review our structures and processes to better support the delivery of our Strategic Economic Plan which included refreshing our Assurance Framework.

In January 2016, the SWLEP Board approved the Swindon and Wiltshire Strategic Economic Plan (SEP) which is published on our website. It sets out: our vision to 2026; strategic objectives; priority actions; priority sectors; and details our three growth zones. The SEP guides the work we deliver and the decisions we make in terms of allocating funding.

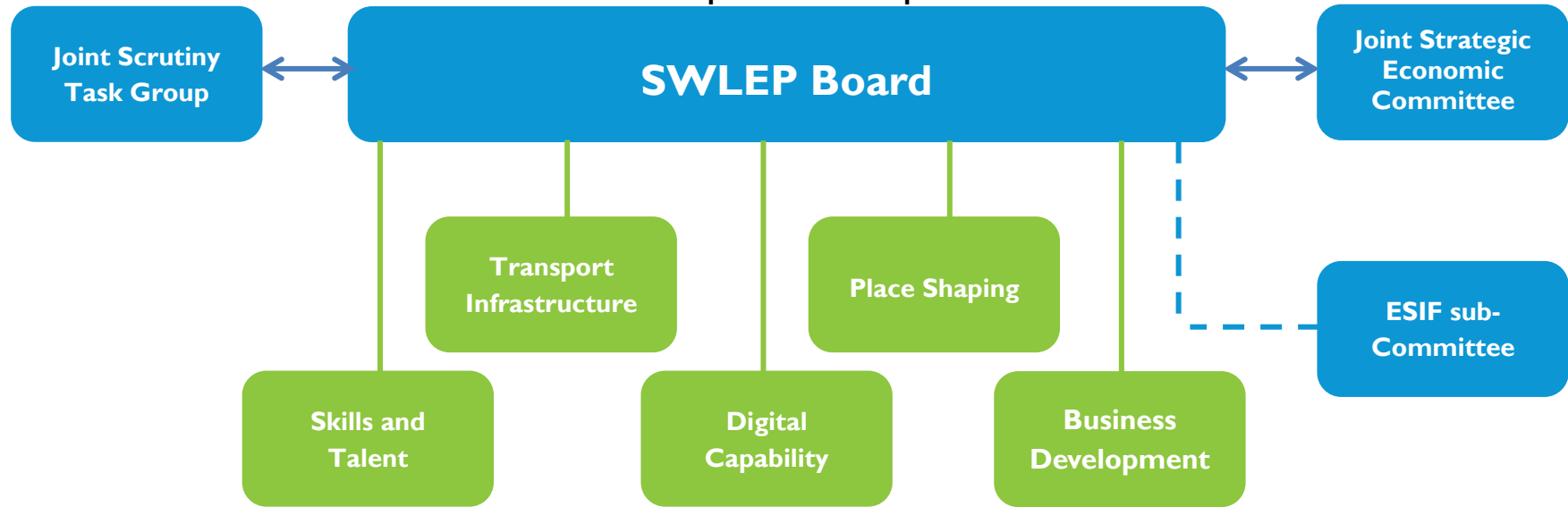
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Our Assurance Framework is the operating manual for the SWLEP and it sets out who has the power to make decisions; sign-off agreements; manage risk; and monitor delivery. It underpins the work we do and it sits within a wider set of policies known as our Governance Framework. It is refreshed every year to give confidence to Government that we have the right processes in place to allocate and spend public money. Our Assurance Framework and our accounts are signed off annually by Wiltshire Council, as our Accountable Body, and it submits them to Government. In February 2017, our Assurance Framework was signed off by our Accountable Body as complying with the Government’s revised standards.

We value openness and transparency and since July 2015 the SWLEP Board has held its meetings in public. We publish our board agendas and papers in advance and welcome questions from the public. Our board meetings take place in various locations to encourage local involvement and during 2016/17 they were held in: Chippenham; Devizes; Lackham; Swindon; Tidworth; and Trowbridge.

It is important to us that the people and the businesses of Swindon and Wiltshire have confidence in our decision making process so we have developed a number of policies to set the ground rules in doing so. For example all of our board members complete a register of interests each year which are openly published on our website. We also have a conflict of interest policy which sets out when conflicts of interest should be declared and how they will be handled in a board meeting. We also acknowledge the need for appropriate consultation and we have built this into our decision making process.

**Governance structure for the Swindon and Wiltshire Local Enterprise Partnership**



**Management support to the SWLEP Board**

## 14. Get involved

The SWLEP is a business-led partnership and we are keen to hear the voice of local business in taking forward the work we do and there are several ways in which this can be done:

- Joining the SWLEP

The SWLEP Board has at least 70% of its members coming from the private sector. From time to time we have vacancies on the Board which we advertise.

- Become a business mentor

There are lots of opportunities to become a mentor through our Growth Hub supporting start-ups and small businesses; participating in our networking events; to engaging with our local schools and colleges through our SWEAN programme to raise awareness of career options and the work environment.

- Provide feedback

We are interested in knowing your views about the work we do and also how your business may be affected by national policies. You can do this by participating in consultation exercises which will be posted on our website or through responding to a direct request for feedback from us.

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- Business Support

Small and medium sized businesses in need of investment can access information and advice through the SWLEP's Growth Hub.

- SWLEP newsletter

Subscribing to our newsletter is a great way to hear about the latest news about the SWLEP's programmes and events which could support your business and extend your business network with the wider business community. To subscribe and get started, please send an email [info@SWLEP.co.uk](mailto:info@SWLEP.co.uk).

**Get in contact: to find out more about the work of the SWLEP, please contact Paddy Bradley, Director, by emailing [administration@swlep.co.uk](mailto:administration@swlep.co.uk)**

### Document history

<b>File Name</b>	For approval Annual Report 2016 2017 10/07/17
<b>Original Author(s)</b>	Debby Skellern (SWLEP)
<b>Current Author(s)</b>	Debby Skellern (SWLEP)



swindonwiltshire

Local Enterprise Partnership

# 2017 annual report

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# Foreword from the Chairman

It has been an eventful and productive year for the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Board and the production of our annual report marks a new chapter for us in terms of sharing our achievements and preparing for the future.

The Board has seen some changes in membership over the year: we welcomed three new members in March 2016 and bid farewell to Barry Dennington in July after two productive years as our Chairman. I was fortunate to be appointed as Chairman in November 2016 and

Adam Schallamach joined me as the new Vice-Chairman in March 2017.

In the summer we submitted our Growth Deal 3 investment priorities to Government for funding which will help progress the delivery of our skills and talent and place-shaping strategic objectives. This secured £28.09m of additional funding to our existing £140.8m allocation which we successfully bid for in our Growth Deals 1 and 2. As a Board we are ready to respond to any future funding opportunities.

We reviewed our Assurance Framework in January 2017 and refreshed it to ensure that our systems continue to be robust and transparent and it has been signed off by Wiltshire Council acting as our Accountable Body. As part of our commitment to transparency our Board holds its meetings in public and we welcome constructive engagement with the business community and representative organisations.

Our annual report is not only about looking back at the investment we have delivered but focusing on what we want to achieve in the future. We have a wealth of experience amongst our members and in 2017/18 I am looking forward to steering the Board in delivering our growth aspirations in the context of a newly elected Government and the Brexit negotiations. We have made an excellent start in setting out what we want to achieve through our response to the Government's consultation on the Industrial Strategy in March 2017.

## The areas where we believe we can make a significant contribution nationally are through investment in:

01. Innovation in emerging low carbon energy technologies
02. Advanced engineering in aerospace defence sector and robotics
03. Cyber security
04. Keeping people safe through the use of science and defence technologies
05. R&D and higher skills development

The next year is particularly important to us as we broaden our reach within the business community and continue to deliver our investment portfolio. On behalf of the SWLEP Board I would like to extend our thanks to all the organisations and businesses which have supported us this far.

**John Mortimer**  
**Chairman**  
**Swindon and Wiltshire Local Enterprise Partnership**  
**July 2017**





## From the Director

2016/17 has been a successful year for the SWLEP and we have made great progress in delivering our Growth Deal 1 and 2 investment schemes. This has included completing work on our road infrastructure in Malmesbury which supported the expansion of high value – highly skilled engineering jobs at Dyson. The Greenbridge Roundabout has been delivered as part of our investment in the New Eastern Villages

development near Swindon and journey times along the A350 at Chippenham have been improved through a section of the Chippenham bypass being converted into a dual carriageway.

Off the back of reviewing our Strategic Economic Plan in early 2016, we were well placed to submit our Growth Deal

3 bid to Government in July which secured an extra £28.09m of funding in addition to our existing £140.8m allocation. This new investment will secure the long term future of our further education campuses at Lackham and Salisbury with much needed development of state-of-the-art learning and teaching facilities. We are also able to invest in the regeneration plans for Salisbury which will support its role as a major tourism and retail destination.

Finally, we have allocated £1m to promote digital capability which will see the rollout of ultrafast and next generation broadband to complement existing provision. Combined our 3 Growth Deals have leveraged a further £349.2m of match funding from the private and public sectors resulting in an overall investment of over £0.5bn for Swindon and Wiltshire.

Looking forward to 2017/18 we are redeveloping our Growth Hub portal and extending our reach in supporting businesses in Swindon and Wiltshire. The delivery of our European Structural Investment Fund programme will become fully operational including support for skills development; raising the aspirations of our young people; innovation; energy efficiency and business advice and guidance.

**We pride ourselves on our strong programme management systems which have been commended by Government and we will seek continual improvement throughout the next year.**

*Patrick Bradley*

**Paddy Bradley**

**Director**

**Swindon and Wiltshire Local Enterprise Partnership**

**July 2017**

The Swindon and Wiltshire economy continues to thrive and we are confident that we can achieve our vision to be world-renowned for innovation, entrepreneurialism and our great quality of life by 2026. In order to understand the impact we have in delivering out strategic objectives we monitor a range of workforce and enterprise data that are published by the Office for National Statistics.



# Swindon & Wiltshire Economy in 2016

## Business and enterprise

**3,520**  
Business start-up 2014  
44.6% more start up in 2014 than in 2011 (2,575)

**29,185**  
Total number of enterprises  
20% growth since 2011

**54%**  
Survival Rate

2011-2015 four year survival rate in comparison to GB's 51%

### Business profile by size:

Micros 0-9  
**89.9%**

Small 10-49  
**8.2%**

Medium 50-249  
**1.6%**

Large 250+  
**0.4%**

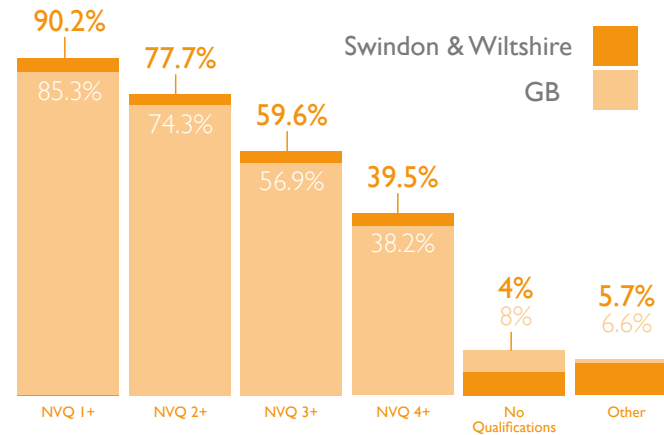
## GVA

**17.3bn**

2014-2015 **2nd highest** rate of growth across all LEPs



## Employment and skills



NVQ4+ up from **33%** in 2011

Qualifications of the workforce are above the national average

## Demographics

Working age population  
(between 16 - 64)

**435,000**

**703,300**



Grown by **2.8%** between 2011 and 2015. (GB 2.9% growth)

# SWLEP financial statement 2016/17

	Brought forward 2015/16	Income
Core funding	£262,700	£500,000
GPIF capital	£6,203,700	£0
GPIF revenue	£541,200	£0
LGF		
	£0	£14,714,900
Non LGF capital programme		
LGF retained	£440,200	£600,000
Higher Futures	£1,006,300	£0
Growth Hub	£19,900	£205,000
Careers and Enterprise Company	£49,200	£126,800
<b>Total capital</b>	<b>£6,643,900</b>	<b>£15,314,900</b>
<b>Total revenue</b>	<b>£1,879,300</b>	<b>£831,800</b>

Wiltshire Council is the SWLEP's accountable body and it holds the partnership's funding on our behalf. The SWLEP operates according to Wiltshire Council's procurement procedures and financial regulations and Wiltshire Council's Section 151 Officer returns a statement of grant usage to Government every year. A Section 151 Officer is a local government role; s/he is the most senior financial officer and is responsible for making arrangements for the proper administration of our finances.

In accordance with the guidance from DCLG, the total Local Growth Fund grant for non-retained schemes has been spent on capital projects in 2016/17. The SWLEP and its Accountable body have the authority to manage the programme and funding across financial years providing that the grant is spent on capital projects in each financial year. To manage the full allocation in 2016/17, £5.016m was badged against the accountable body's capital programme and will be made available to the SWLEP for LGF schemes in 2017/18.

Sub total	Expenditure 2016/17	Roll forward 2017/18
£762,700	£435,500	£327,200
£6,203,700	£62,500	£6,141,200
£541,200	£8,700	£532,500
	£9,699,200	
£14,714,900		£0
	£5,015,700	
£1,040,200	£260,100	£780,100
£1,006,300	£308,200	£698,100
£224,900	£214,900	£10,000
£176,000	£137,900	£38,100
<b>£21,958,800</b>	<b>£15,037,500</b>	<b>£6,921,300</b>
<b>£2,711,100</b>	<b>£1,105,200</b>	<b>£1,605,900</b>

Some of our allocated grant is under the control of the Department for Transport (DfT); £73.5m of our £169m local growth deal fund has been awarded to four schemes that they are obliged by Government to retain control.

# Delivering Our Vision

In delivering our vision we are focusing on our five strategic objectives:

## Skills and talent

We need an appropriately skilled and competitive workforce to achieve our growth ambitions.

## Transport infrastructure

We need a well-connected, reliable and resilient transport system to support economic and planned development growth at key locations.

## Digital capability

We need to deliver excellence in digital connectivity and cyber transformation to achieve business growth, innovative public services and influence societal change.

## Place-shaping

We need to deliver the infrastructure required to deliver our planned growth and regenerate our city and town centres, and improve our visitor and cultural offer.

## Business development

We need to strengthen the competitiveness of small and medium sized businesses and attract a greater share of foreign and domestic investment into the area.

## Get involved with the SWLEP

The SWLEP Board has at least 70% of its members coming from the private sector. From time to time we have vacancies on the Board which we advertise.

‘Rota Val Ltd has worked with the SWLEP and recognises their efforts to grow our local economy.

Investment in skills, transport infrastructure, town centre regeneration and business development is essential in making our area even more competitive, and attractive to future staff. The needs of our economy are aligned to the priorities in the SWLEP economic plan; we therefore support the SWLEP in leading economic development in the Swindon and Wiltshire area.’

**Beverley Ford**  
**Managing Director**  
**Rota Val Ltd**



### Get involved and become a business mentor

There are lots of opportunities to become a mentor from supporting start-ups and small businesses; participating in our networking events; to engaging with out local schools and colleges through our SWEAN programme to raise awareness of career options and the work enviroment.

Higher Futures outputs 2016/17	Number
Business engaged	71
Learners on the programme	40
Completed tenders with universities for provision of skills projects	13
Estimated learners in pipeline	780

The Swindon & Wiltshire Enterprise Adviser Network (SWEAN) was established in December 2015. Volunteers from the business community have been recruited as Enterprise Advisers to help with careers and enterprise activities in our schools and colleges. Our programme is recognised as leading the way nationally and is close to full coverage.

SWEAN outputs 2016/17	Number
Enterprise Advisers -business volunteers	40
Schools and colleges in the network	43

# Skills and Talent

Skills and talent is the SWLEP's number one priority and there has been significant activity in this area from investment in education premises through to skills development delivery; mentoring schemes and careers advice.

Our Growth Deal bid in 2016 highlighted the need for investment in Wiltshire College's campuses at Salisbury and Lackham. As a result the SWLEP has allocated £22.03m of investment to improve facilities at both sites from 2017/18. These schemes are expected to support 1,382 new learners every year, create 160 new jobs and create a further 320 jobs indirectly.

Higher Futures is the SWLEP's £1.4m City Deal programme aimed at addressing the skills gaps that businesses tell us are hampering their growth. It provides a brokerage service to identify the skills needs of individual businesses and liaises with 12 universities and colleges to provide tailored courses for employees to meet these needs and drive productivity. Business engagement got underway in 2016/17 and next year we aim to ramp up the delivery of the programme and integrate it more closely within the Growth Hub offer.

'The Defence Science and Technology Laboratory is pleased to be associated with the Swindon and Wiltshire Local Enterprise Partnership, its investment in science and technology and promoting prosperity in the region.'

The SWLEP currently has infrastructure and transport projects work £518m in the pipeline that supports the investment in the science and technology skills capability in the region.

We value the SWLEP's efforts to support the science and technology capability and will continue to support the SWLEP to support prosperity in Swindon and Wiltshire.'

**Andrew Seedhouse**  
**Innovation Lead**  
**DSTL**



# Accountability and Transparency



The SWLEP is a partnership between business, Swindon Borough Council, Wiltshire Council, the Military and the education sector with Wiltshire Council acting as our Accountable body. Our Board operates with support from the Joint Strategic Economic Committee which ensures the SWLEP is accountable to local people by providing political oversight to our work; and the Joint Scrutiny Task Group which acts as a critical friend and provides independent scrutiny of our work. During 2016 we decided it was time to review our structures and processes to better support the delivery of our Strategic Economic Plan which included refreshing our Assurance Framework.

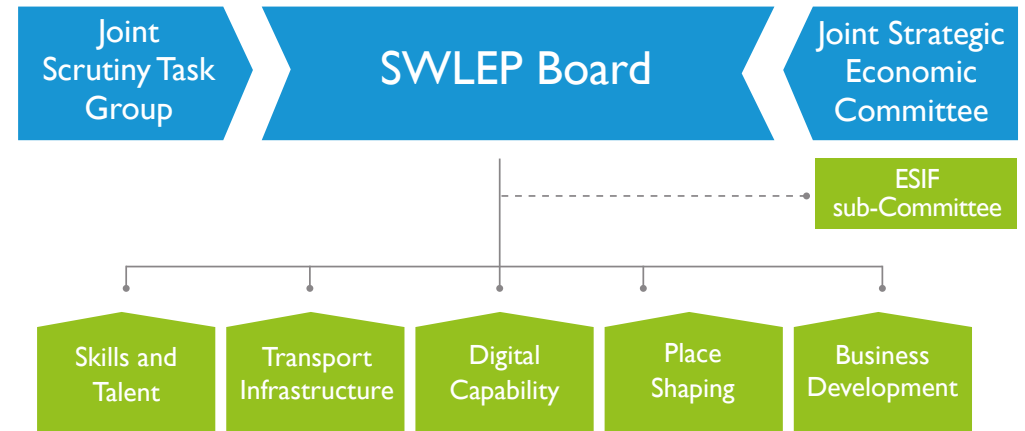
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## Governance structure for the Swindon and Wiltshire Local Enterprise Partnership



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# Get Involved

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## Joining the SWLEP Board

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## Become a business mentor

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## Provide feedback

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Get in contact to find out more about the work of the SWLEP, please contact Paddy Bradley, Director, by emailing [administration@swlep.co.uk](mailto:administration@swlep.co.uk)

**You can join us in our endeavour  
to grow our local economy.**

To receive regular updates on  
SWLEP programmes email  
**info@swlep.co.uk**

www.swlep.co.uk

01225 713205



@SWLEP



Swindon & Wiltshire LEP



**swindonwiltshire**  
Local Enterprise Partnership

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Marketing and Communication update		
<b>Attachments:</b>			
<b>Author:</b>	Vanessa Joseph	<b>Total no of sheets:</b>	4

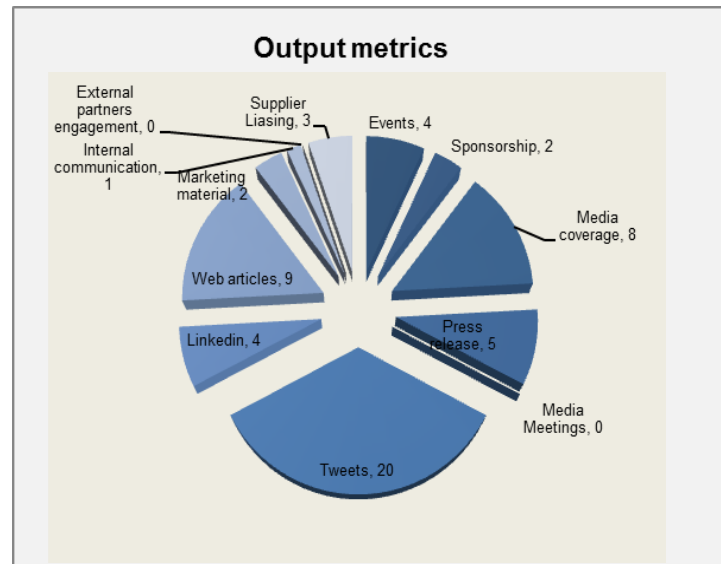
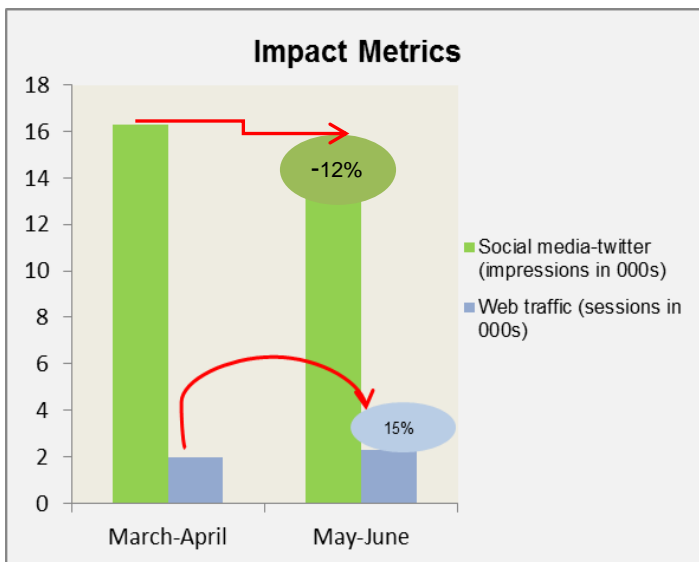
<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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<b>Function Highlights</b>
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- Meet the Candidates – SWLEP held breakfast meetings for businesses to meet with General Election candidates of the area in May 2017. Though the meetings schedule was disrupted by the suspension of campaigning following the Manchester terror incident, three meetings went ahead - Swindon South, Salisbury and Devizes constituencies. The meetings were found to be productive by businesses who attended.
- Event sponsorship - SWLEP was the main sponsors of the South Wilts Business Awards 2017, and co-sponsors of the South West Expo Breakfast 2017. Both events were excellent from the standpoint of raising awareness of the SWLEP brand among the business community.
- Annual report - content and design put together for Board approval in July 2017.
- Board recruitment – an online communication campaign to publicise the SWLEP’s Board recruitment call was launched among the local business community. The campaign has generated some great response on LinkedIn with 445 views and 10 likes of the post.
- GPIF Open call 2017 - the SWLEP’s GPIF open call was launched on the SWLEP website with an online application form, prospectus and guide to support applicants. The open call has been backed up with a robust promotional campaign including online ads, news in the local media, GPIF flyers, campaigning at events and personalised email shots to business bodies. The SWLEP has already secured some interest on GPIF.

- Increased website traffic - 15% increase in website traffic in the period May-June 2017 with 2,324 sessions over -33% decrease in traffic with 2,033 sessions in the period March-April 2017.
- Small decrease in twitter activity but increase in LinkedIn activity - 12% decrease in Twitter impressions between May-June 2017 with 14.4k impressions over March-April 2017 which saw an increase of 11% and 16.3k impressions. 30 new followers were added on Twitter during May-June 2017. LinkedIn posts have generated some good interest with several likes and re-shares of messages posted.

**I. SWLEP Communications – progress update (May- June 2017)**



## **I.1 Marketing**

- I.1.1 New marketing materials including online ads for SWLEP, GPIF and brochure ads for South Wilts Awards, South West Expo were designed and published. A GPIF flyer was also designed to promote the open call.
- I.1.2 The SWLEP Annual Report content was completed with the proposed design to present a copy for the SWLEP Board approval. An online version of the report with Board comments incorporated will be released on the SWLEP website for end of July 2017.

## **I.2 Engagement**

- I.2.1 The SWLEP conducted breakfast meetings for local businesses to meet with local candidates contesting the general elections 2017. Though a breakfast meeting in each constituency in the county was planned, due to the suspension in campaigning after the Manchester terror incident only three breakfasts one each in the Swindon South, Salisbury and Devizes constituencies could be held. The meetings were appreciated by businesses who attended.

The SWLEP held a stall at the UK wide Infrastructure Investment event in Milton Keynes. The event gave SWLEP exposure outside the county as it was well attended by large infrastructure investors like Dalmore Capital, M&G Investments, Foresight Group and an international investor delegation from China and Canada. Council officers from Swindon and Wiltshire promoted their infrastructure projects seeking an investment of £1.5m. Investor links have been established for the future.

SWLEP also held a stall at the South West Expo, Swindon. The event was very well attended and the SWLEP presence generated some great business links to pursue for the future.

- I.2.2 The SWLEP sponsored the South Wilts Business Awards 2017, an awards ceremony recognising excellence in business in the South Wiltshire area. The awards have been ongoing for 17 years and are held in high regard by the local business community. As main sponsors of this year's awards, the SWLEP brand has largely benefited by the sponsorship.

Another successful event sponsored by the SWLEP was the business breakfast at South West Business Expo 2017 in Swindon. The SWLEP with its co-sponsors drew in close to 250 businesses to the breakfast and also held an all-day stall at the event to engage with local businesses one-on-one. This has also benefitted the SWLEP's brand awareness as among local businesses and the media.

I.2.3 SWLEP website traffic is in the positive with a 15% increase in May-June 2017 from -33% in March-April 2017. New visitors to the website has also increased by 18% from 1,219 to 1,433 over the same period. Twitter activity has however decreased by 12% in May-June 2017 with 14.4k impressions over March-April 2017 when impressions were at 11% increase and 16.3k. Twitter has also added 30 new followers over the last two months. A positive on social media is LinkedIn, over the last two months some of our posts have received several hundred views with the board recruitment announcement seeing close to 450 views.

### **I.3 Communication**

I.3.1 Press release on Board recruitment and GPIF were issued to local media.

I.3.2 Website updated with latest news on Board Recruitment, GPIF, local events and the 'Meet the Candidates' business breakfast meetings.

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Update on European Investment and Structural Fund 2014-2020 programme		
<b>Attachments:</b>	None		
<b>Author:</b>	Julian Head	<b>Total no of sheets:</b>	5

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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**Programme performance**

**European Social Fund (ESF) progress**

1. Review of the six ESF services indicates a number of trends about the way the provision is received in the area – these include:
  - a. Participants and employers are keener to undertake short training courses that lead to stronger employment related outcomes, rather than further learning or entering apprenticeships.
  - b. There is also information coming through indicating a slow-down in apprenticeship take-up following the changes to the levy and some training provider pulling away their offer to employees working for non-levy companies – predominantly SMEs.
  - c. The Education and Skills Funding Agency (ESFA) use of standard unit costs for ESF contracts to drive performance-related delivery is undermining our principles for broad and comprehensive delivery because of providers’ commercial concerns.
  - d. The ESFA contracts, which condense the delivery period into less than 24 months are all under immense pressure to deliver. Re-profiling exercises to ensure that more accurate delivery profiles are in place. Some of the change requests were for correcting misconceptions made at specification stage, and have led to adjustments more attuned to employer and employee needs and preferences.
2. There are varying degrees of success to which ESF services are delivered - in summary:
  - a. Serco Skills for the Workforce project is performing relatively well, bringing a wide range of local providers and training options to support key sector SMEs and leadership and management courses. The services are engaging some larger employers so that they can target employees who can improve their career prospects through training, as set out in ESIF Strategy.
  - b. CSW, which operates the Raising Aspirations services, is struggling at various levels. It is carrying out a review on the services, but performance figures indicate low

activity rates for what should be a creative and innovative project working with younger adults to help them attain skills for STEM-based careers. The ESFA unit cost for this work is not realistic, but the services do not appear to be well integrated with local and national careers organisations operating locally, nor have reached out to create opportunities for young people to experience STEM-based work. The ESFA shares the SWLEP's concerns over the future of this project.

- c. LearnDirect, which holds two ESF contracts, has announced a restructuring of its business that appears will affect local delivery. The ESFA has expressed concerns about the changes, which may have a wider effect on the ESF programme overall. To date, the Your Time and Over-50s services had begun to make an impact by increasing coverage for better engagement with all communities in the area. Losing key staff locally may have an impact on the capacity of the services to deliver.
  - d. Building Bridges project has made good progress in the past six months, with partners bedding-in to proactive ways of working in a large partnership. There are reports of quality interventions and the services are well regarded. The SWLEP has re-established its relationship with Building Better Opportunities (Big Lottery).
3. The SWLEP partners continue to make significant contribution to the development of the programme, with Swindon Borough officers working with Building Bridges and other providers to create processes that allow for a range of interventions from different services to be delivered to the same individual.
  4. Quarterly tripartite meetings are held with ESFA, the Dept of Work & Pensions and Big Lottery to fully explore provision and performance directly with providers.

#### *ESF Programme summary*

<b>ESF – Committed funds</b>		Allocation	Contracted amount	% of allocation contracted	Remaining allocation <sup>1</sup>
<b>Priority 1</b>	Inclusive Labour Markets	£9.07m	<b>£7.75m</b>	85%	£1.32m
<b>Priority 2</b>	Skills for Growth	£7.85m	<b>£4.89m</b>	62%	£2.96m
<b>Total</b>		<b>£16.92</b>	<b>£12.64m</b>	<b>74%</b>	<b>£4.28m</b>

#### **European Regional Development Fund (ERDF) progress**

5. The ERDF Managing Authority<sup>2</sup> has recently published two calls from the local Priority 3 allocation. Both calls close at midnight on 8 September 2017 with projects beginning early in 2018. The calls are for:
  - a. Workspace – £500,000 is available for facilities that help incubate start-ups, and / or provide grow-on space. This is likely to be a competitive situation as there will be more proposals and need than money available.

<sup>1</sup> Subject to future £:€ exchange rate and change request by Skills Funding Agency.

<sup>2</sup> Dept. Communities and Local Government

- b. Inward investment service - £250,000 is available for the setting up of a strategic investment service in the area that supports inward and indigenous investment in premises and growth activities.
6. In April, the ESIF sub-Committee advised the Managing Authority on eight outline proposals made in response to the ERDF Priority 4 call for low carbon projects. However, reportedly only one of these projects has made a full application.
  7. There are varying reasons for full applications not being made by applicants, mostly related to the commercial case of participation in the programme. The proposal selected to support SMEs become more energy efficient will now not go forward due to organisation working to reduce its exposure to ERDF in uncertain times. Other proposals for renewable energy that will lead to income-generation will be subject to payback – effectively making the grant a gap-funding loan. It is believed that applicants perceive this does not justify the effort of obtaining and managing an ERDF grant. One further proposal may still come forward following a lengthy enquiry by the Managing Authority over the government’s State Aid position.
  8. Monies that were allocated to these calls will be ‘returned’ to the local allocation, with a view to making a different Priority 4 call later in 2017
  9. The ERDF Technical Assistance project is supporting the SWLEP in delivery of its Growth Hub. The project is supporting the setting-up and ongoing arrangements for a Growth Hub Delivery Group by bringing externally contracted projects into a structured forum that can continuously improve the performance of Growth Hub and help it plan future delivery with main focus on a clearer and more valuable customer journeys.
  10. Initially, the Growth Hub Delivery Group will bring together four ERDF projects, with a view to gradually broadening out to include skills-based projects and other relevant services. The forum should make a valuable contribution to the SWLEP’s Growth Hub.

*ERDF programme summary*

<b>ERDF – Committed funds</b>		Allocation	Committed to contracts	% of allocation contracted	Remaining allocation <sup>3</sup>
<b>Priority 1</b>	Research & development	£6.72m	£4m	59%	£2.72m
<b>Priority 3</b>	SME Competitiveness	£4.78m	£2.21m	71%	£2.57m
<b>Priority 4</b>	Low Carbon Economy	£5.43m	£5m	0% <sup>4</sup>	£5.43m
<b>Total</b>		<b>£16.95m</b>	<b>£6.21m</b>	<b>37%</b>	<b>£10.72m</b>

<sup>3</sup> Subject to future £:€ exchange rate

<sup>4</sup> Five outline applications accepted, only one made a full application - funding agreement due late 2017

### **EAFRD (European Agricultural Fund for Rural Development) Progress**

11. The rural Growth Programme is not receiving sufficient numbers of proposals. Whilst this is a national trend, officers are keen to continue to promote the opportunity, and continue to offer support to potential applicants.
12. A rural sub-group of the ESIF sub-Committee met for the first time on 26 June 2017 to advise the Rural Payments Agency on three expressions of interest it received. The process of providing advice was criticised by the panel, mainly on the basis that not enough information had been gathered in the initial application for sound advice to be provided about the strategic fit of the proposals against the local priorities.

### **Looking forward**

13. Local authority officers and the SWLEP secretariat are supporting the development of a future portfolio of calls for both ERDF and ESF programmes.
14. Under ERDF, four further calls are likely to be made - which are:
  - a. Research and innovation infrastructure – call in September or November 2017
  - b. Digital industries - call planned for November 2017
  - c. Business support package - discussions continue with the Managing Authority on use of ERDF monies to support extensions to business support projects in 2019 for:
    - i. SME Growth
    - ii. LMAP Manufacturing support
    - iii. Export for Growth
  - d. Another Priority 4 low carbon call – due to the falling away of proposals encountered of late – may be made. This call would be refocused, perhaps more closely towards the hydrogen sector, and be made in November 2017.
15. As the implications of the Brexit vote become clearer over the next six months, factors, such as supply-chain security, should influence the calls for projects to support SMEs.
16. An ESF planning workshop was held in June with local authority lead officers sifting and shaping ideas. It concluded that two broad projects were required, aligned to the two elements of the ESF Programme – for Skills for Growth and for Inclusive Labour Markets. Each eventual project would need to provide a range of targeted support to disadvantaged groups – either in or outside of the workforce.
17. The workshop elicited a number of issues, which appear to be replicated at many LEPs and appear to need national level attention. These include factors such as:
  - a. Use of Adult Education Budget as match – as has been reported here for some time, this source of co-funding is no longer available to ‘match’ with locally allocated ESF. SWLEP having opted-in to co-funding (so no local cash match was required) have seen condensed services following the changes to skills provision from government and now have around £4m of unused allocation that had previously been co-funded. No alternatives have been offered by government – only devolved areas have been offered Adult Education budget.

- b. Types of local match, other than cash, are not clear. The Dept of Work and Pensions has been asked to provide examples where non-cash match, such as existing spend on related provision is counted as match.
  - c. Non-devolved and non-Combined Authority areas are beginning to move at different speeds on skills, and given changing patterns of governance at local and national levels there is increasing complexity when planning how ESF services fit in.
  - d. Unit costs - at around £1,750 / participant - do not always provide sufficient resource for commercial providers to be give comprehensive coverage to all areas, including remoter rural parts of Wiltshire, nor does it support anything but the most basic interventions. For deeper intervention that transform an individual's employment credentials, perhaps from a background of social exclusion or learning difficulties it often takes longer than 12 months and requires more resources.
18. These and other related issues are being discussed within the LEP Network and general awareness of the problems are now reaching the Dept of Work and Pensions. All efforts are being made to avoid the area not being able to call for projects from the remaining £4.25m ESF allocation. However, the area has performed relatively well, and other places have larger and more impactful problems than Swindon and Wiltshire.

Julian Head

Strategic Economic Programmes Manager

SWLEP ESIF Coordination

12 July 2017

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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Wednesday, 19 July 2017		
<b>Subject:</b>	Commissioning Group Highlight Reports		
<b>Attachments:</b>	None		
<b>Author:</b>	Ian Durston	<b>Total no of sheets: (inc cover sheet)</b>	76

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
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**Summary & Recommendation:**

**Summary**

Highlight Reports for each project and overall summary tables are presented for all LGF and other LEP projects. A ‘slippage chart’ has been added to the report. Key points to note are:

Wiltshire Council Planning Committee approved the submission for Mansion House (Corsham) on 24 May 2017, but because objections have been raised by statutory bodies, listed building consent has been referred to Secretary of State for DCLG. This could delay the project.

A requirement to refine design options for Swindon Bus Exchange has resulted in a further delay to interim milestones, though final completion date remains the same (June 2019).

Preliminary design work on New Eastern Villages projects and been delayed and a risk to subsequent milestones flagged. An update will be received post the NEV Programme Board on 11 July 2017, but will be too late for inclusion in this paper.

Construction work on A350 Dualling Bypass (Badger – Brook + Chequers) and the M4 Junction 17 projects is about to begin after the SWLEP Board signed off Full Business Cases in May 2017.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Local Growth Fund (Growth Deals 1 and 2)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/001/A350	A350 Improvements	WC	Complete	Complete	
LGF/1516/002/A429	A429 Malmesbury	WC	Complete	Complete	
LGF/1516/004/PSP	Porton Science Park	WC	AG	AG	Construction continuing – completion due December 2017.
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	AG	AG	Scheme development underway to include town centre missing links to connect Flyer Routes.
LGF/1617/001/A350	A350 Dualling Bypass (Badger – Brook + Chequers)	WC	G	G	Full Business Case approved by LEP Board. Construction start imminent.
LGF/1617/003/SRT	Swindon Rapid Transit	SBC	AG	AG	Wichelstowe draft business case to be presented to LEP Transport Sub Group.
LGF/1617/006/JNC16	M4 Junction 16	SBC	AG	AG	Construction in progress. On track for completion in March 2018.
LGF/1617/007/MH	Mansion House (Corsham)	WC	AR	AR	Planning Committee approved submission on 24 <sup>th</sup> May but because objection has been raised by statutory bodies, listed building consent has been referred to Secretary of State. Other work continuing in parallel, but approval critical.
LGF/1617/008/SBX	Swindon Bus Exchange	SBC	G	R	Change Control for new timescales approved by May Commissioning Group but requirement to refine design options has resulted in further delay to interim milestones (final completion date remains same).
LGF/1617/009/YWA	A350 Yarnbrook/ West Ashton	WC	G	G	Project on track for outline planning permission approval in April 2018.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	WC	<b>AG</b>	<b>AG</b>	Full Business Case agreed my LEP May Board. Construction start imminent.
LGF/1617/009/UFB	Ultra Fast Broadband	WC	<b>G</b>	<b>G</b>	Contracts signed and phase 1 design and build work underway.
LGF/1617/010/SPHC	Salisbury Plain Heritage Centre	WC	<b>G</b>	<b>G</b>	Dependent on result of application for Heritage Lottery Funding Highlight Report to be produced if project goes ahead.
LGF/1617/011/SMAG	Swindon Museum and Art Gallery	SBC	<b>G</b>	<b>G</b>	Dependent on result of application for Heritage Lottery Funding Highlight Report to be produced if project goes ahead.

**Financial Summary:**

£Ms	2017/2018				Total
	Q1	Q2	Q3	Q4	
<b>LGF Profile</b>	3.1235	3.5625	3.4245	3.4245	<b>13.535</b>
<b>LGF Actual</b>	0.816				<b>0.816</b>

**Local Growth Fund (Growth Deal 3)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1718/001/WCS	Wiltshire College - Salisbury	Wiltshire College	G	G	RIBA Stage 1 Design Brief work completed. Stage 2 Concept Design work underway.
LGF/1718/002/WCL	Wiltshire College - Lackham	Wiltshire College	G	G	RIBA Stage 1 Design Brief work completed. Stage 2 Concept Design work underway.
LGF/1718/003/CCPM	Salisbury Central Car Park and Maltings	WC	G	G	Approval given by Wiltshire Council cabinet to enter into a delivery arrangement to secure the comprehensive development of the whole site on terms to be agreed with TH Real Estate. Pre planning technical work due for completion in November 2017.

**Financial Summary:**

£Ms	2017/2018				Total
	Q1	Q2	Q3	Q4	
<b>LGF Profile</b>					
<b>LGF Actual</b>					

Note: Will be populated when profiling figures available from all projects in next Highlight Reports.

**Department for Transport – LGF (Growth Deal 1)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	AG	AG	Preliminary design work delayed and risk to subsequent milestones flagged. Update to be received post NEV Programme Board on 11 July.
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout (Package 1)	SBC	Complete	Complete	
LGF/1516/003/EV (iib)	New Eastern Villages -West of A419 (Package 2)	SBC	G	G	No work currently being carried out. Preliminary design due Dec 2018.
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross	SBC	AG	AR	Preliminary design work delayed and risk to subsequent milestones flagged. Update to be received post NEV Programme Board on 11 July.

**Financial Summary:**

£Ms	2016/2017				Total
	Q1	Q2	Q3	Q4	
<b>LGF Profile</b>	0.25	0.25	0.25	0.25	<b>1.0</b>
<b>LGF Actual</b>	0.01				<b>0.01</b>

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Department for Transport - Retained**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (iv)	New Eastern Villages Southern Connector Road	SBC	AG	AG	Preliminary design work delayed and risk to subsequent milestones flagged. Update to be received post NEV Programme Board on 11 July.
LGF/1516/003/EV (v)	New Eastern Villages White Hart Junction	SBC	G	AG	Preliminary design work delayed and risk to subsequent milestones flagged. Update to be received post NEV Programme Board on 11 July.
LGF/1516/003/EV (vi)	New Eastern Villages Business Case	SBC	AG	AG	Business Case due for completion in June 2018 in line with Southern Connector Rd and White Hart Junction timescales.
LGF/1617/002/WI	Wichelstowe Infrastructure	SBC	AG	AG	Options analysis completed. Planning, modelling, and development of business case to start.
LGF/1617/004/CSH	Chippenham Station Hub	WC	AG	AG	OBC for Phase 1 submitted to July 7 Commissioning Group for approval.

**Financial Summary:**

£Ms	2016/2017				Total
	Q1	Q2	Q3	Q4	
<b>LGF Profile</b>	0.15	0.15	0.15	0.15	<b>0.6</b>
<b>LGF Actual</b>	0.005				<b>0.005</b>

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**City Deal**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/006/CD	Higher Futures	WC & SBC	AR	AR	Achievement of outputs is proving slow. Paper proposing scope of project includes wider skills brokerage offering under Growth Hub approved by LEP Board. Challenge on approach with MOD from JSEC.

**Careers and Enterprise Company (CEC)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network	WC & SBC	G	G	Project going well with 45 schools/colleges & 47 Enterprise Advisers engaged. Mentoring also now underway. Wiltshire Council have successfully restructured team.

**Department of Business Energy and Industrial Strategy (BEIS)**

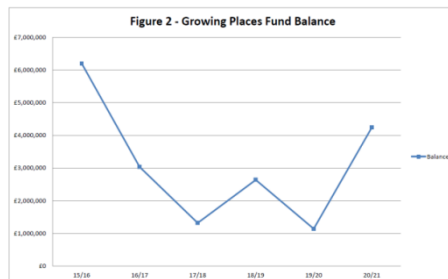
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/002/GH	Growth Hub	LEP	AG	AG	Work underway on new platform/website. Launch in September 2107.

**Financial Summary:** Please see individual reports

### Growing Places Infrastructure Fund (GPIF)

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GPIF/001/CAS	GPIF – Castledown Business Park	WC	G	G	£2.54m loan paid to project in 14/15. Repayment when funding is required to satisfy the drawdown requirements of other projects as they come forward, or for open call.
LEP/GPIF/002/KIM	GPIF - Kimmerfields	FSL	AR	AR	Funding agreement has been signed, but release of monies was dependent on recipient entering into their own funding agreement with a developer by the end of 2016. A request from Swindon Borough Council has been granted to defer this requirement to March 2018. SBC/FSL to decide if loan still required.
LEP/GPIF/003/PL	GPIF – Park Lane Corsham	Bath ASU	AG	AG	Delays have been experienced in signing the funding agreement due to issues with the security provided by the recipient. A funding agreement is now with Bath ASU for review and signature.
LEP/GPIF/004/WCH	GPIF - Wichelstowe	SBC	AR	AR	There have been issues with the recipient over the complexity of the required funding agreement. A more simplified version is being looked at with discussions taking place between recipient and Ashfords. SBC to decide if loan still required.

**Financial Summary:** Graph shows that cash flow results in >£1m available for additional project/s






## Key

### Project Status

	Red	Amber Red	Amber Green	Green
	R	AR	AG	G

See below for RAG rating methodology

### Direction of Travel

-  Project status expected to remain same going forward
-  Project status expected to improve going forward
-  Project status expected to get worse going forward

### Milestones

**BLUE** – complete, **GREEN** - on track, **AMBER** - at risk, **RED** – will be late/is late.

### RAG Rating

		Impact			
		1 (Low)	2	3	4 (High)
Probability	4 (Likely)				
	3				
	2				
	1 (Unlikely)				

The RAG reporting is based on the composite elements of probability and impact (see chart to the left) and splits in to the following categories:

- **GREEN:** Project considered being on track, to time, quality and cost.
- **AMBER-GREEN:** Project considered at risk of minor to medium impacts on time, scope and/or cost – requires small mitigating action.
- **AMBER-RED:** Project considered at risk of medium to major impacts on time, scope and/or cost – requires mitigating action.
- **RED:** Project considered at serious risk of significant impact on time, scope and/or cost. Immediate mitigating action required.

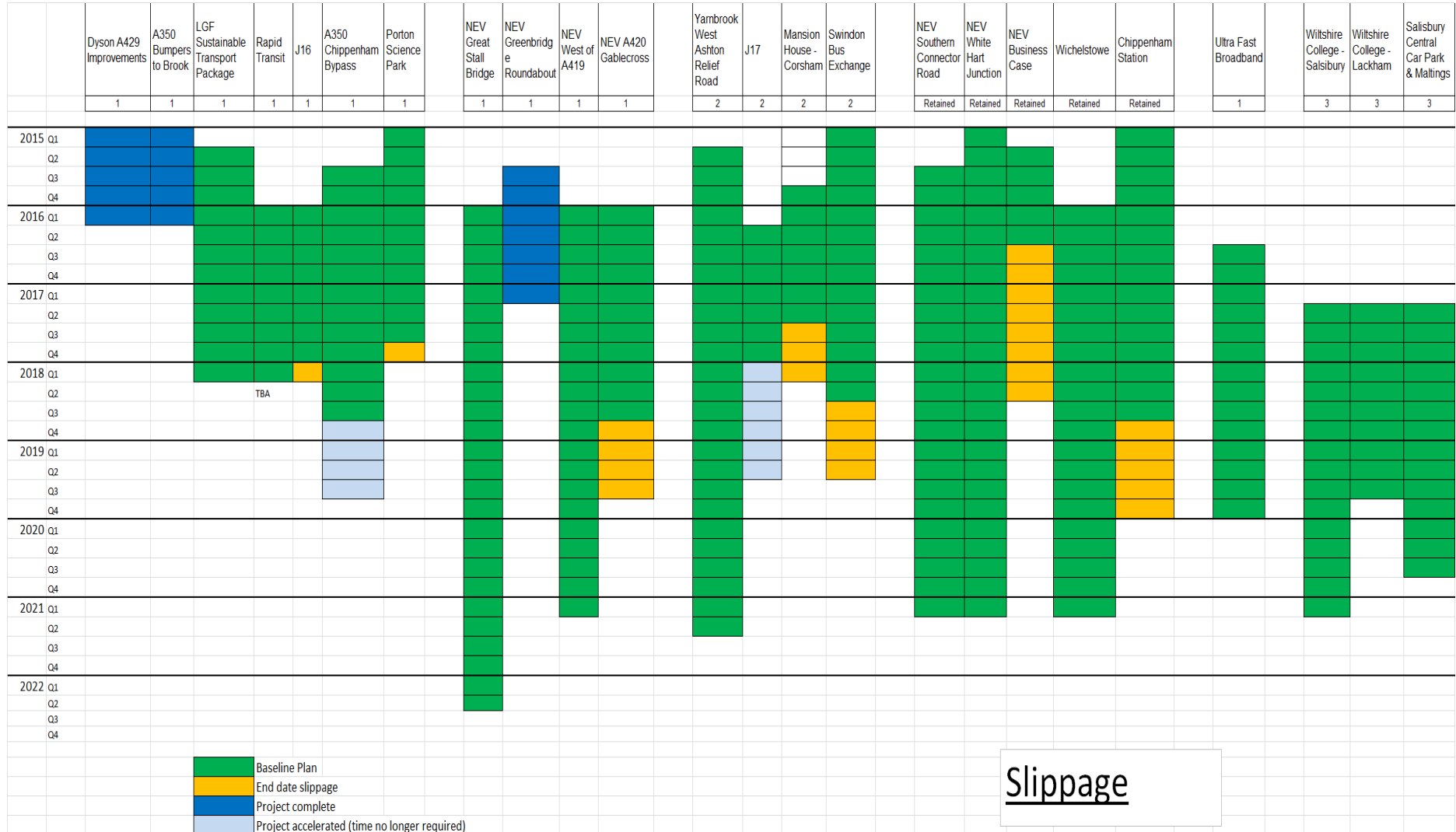
### RAG Scoring

RAG rating	Cost	Scope	Time
	<ul style="list-style-type: none"> <li>• Minor cost variance on initial project cost may be present.</li> <li>• &lt;1% change in total project cost</li> </ul>	<ul style="list-style-type: none"> <li>• Deliverables and project scope remains unaltered.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor project slippage may be present but total project delivery remains on track.</li> <li>• &lt;30 days total slippage.</li> </ul>
	<ul style="list-style-type: none"> <li>• Project is experiencing or expected to experience minor cost increases.</li> <li>• &gt;1% but &lt;5% on total project cost.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience small changes to scope and outputs delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience slippage.</li> <li>• &gt;30 days but &lt;90days total project slippage</li> </ul>
	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience major increases in total project costs</li> <li>• &gt;5% but &lt;10% on total project cost.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience major changes to scope and outputs delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is experiencing major slippage and is due to deliver the project outputs and outcomes late.</li> <li>• &gt;90 days slippage but &lt;6 Months total project slippage.</li> </ul>
	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience significant and major cost increases.</li> <li>• &gt;10% on total project cost.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is experiencing or is expected to experience significant change to scope and outputs delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is suffering significant and major delays to delivery.</li> <li>• &gt;6 Months total project slippage.</li> </ul>

### Principles of Overall Project RAG Status

- The 'lowest' rating against any of the 3 areas of Cost, Scope or Time will be used for the overall project RAG rating.

# LEP Programmes Highlight Report to Commissioning Group (7 Jul 2017)



## **Local Growth Fund (Growth Deals 1 and 2)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/004/PSP	Porton Science Park	Richard Walters	Wiltshire Council	AG	AG	

**Project Description**

First phase of construction of Science Park, comprising 42,500 sq. ft. of laboratory and office space and related infrastructure.

**What does our path look like? (Milestones)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast / Actual
Start on site	May 2016	Oct 2016	Oct 2016
Start construction of the frame for the building	Dec 2016	Dec 2016	Dec 2016
Commence full marketing (soft marketing already on-going)	Apr 2016	Jan 2017	Jan 2017
Complete construction of the frame	Apr 2017	Apr 2017	May 2017
Complete the external envelope	June 2017	June 2017	Aug 2017
Complete the internal work and electrical live testing	Sept 2017	Sept 2017	Nov 2017
Completion of incubation and innovation centre	Aug 2017	Oct 2017	Dec 2017

**Are we on track? (Issues/Risks)**

**G – Works:** Works are progressing well on site and the building is on track for completion and handover on 15.12.17. The concrete frame is now complete, along with the Steel Framework System (SFS) to the external elevations. The steelwork at roof level has been erected, along with the installation of the precast concrete stairs. Work has begun internally commencing with the partitions on the ground floor.

**G – Marketing:** The website content has been updated. We await technical support before deployment. Brochure prepared and hoarding commissioned. UK Science Parks Association profile updated but still with publishers. On-going engagement with prospective tenants. Further marketing to be developed linked to new Science Park structure once confirmed.

**A – Management:** Business Plan for Science Park has been considered by Wiltshire Council Cabinet and the executive decision making bodies of the Stakeholder groups. A second claim for drawdown from LGF and ERDF has been made.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £9.6m is made up of £4m of LGF funding, £2.6m of Wiltshire Council funding, and £3m ERDF funding.

£Ms	2016/2017		2017/18			2018/19	Total
<b>LGF Profile</b>	£1.862m	£1.0m	£1.0m			£0.138m	<b>£4.0m</b>
<b>Actual</b>	£1.86m	£0.316m					<b>£2.176</b>

Total project spend to date: £4m  
Total project cost: £9.6m

**What have we done in the past 2 months?**

- Worked with prospective occupiers to confirm occupational terms and user requirements for incubation and Grow On space
- Put in claim requests for ERDF grant funds
- Paid invoices from the contactors
- Produced Cabinet report paper

**What do we need to do in the next 2 months (Actions)**

- Presentation of report to Cabinet.
- Continue to progress discussions with prospective occupiers; seek to agree heads of terms and progress to contract.
- Ongoing build programme and financial management
- Launch website
- Set date and make arrangements for onsite ceremony

**Change Control Notification History**

Change Control 1 (CR002)

Agreed in February 2016

Change of schedule to complete in 2016/17 rather than March 2016 with associated financial re-profiling.

Change Control 2 (CR008)

Submitted in October 2016

Changes requested to schedule with completion moved to October 2017 with associated financial re-profiling

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/005/LSTF	LGF Sustainable Transport Package	James Jackson	Swindon Borough Council	AG	AG	

**Project Description**

Package of sustainable transport schemes (Missing cycle links across the network)

What does our path look like? (Gantt Chart)	Are we on track? (Issues)																											
<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Sustrans report on Town Centre cycling route options</td> <td>March 2017</td> <td>March 2017</td> </tr> <tr> <td>Review route options in consultation with Swindon BUG</td> <td>May 2017</td> <td>May 2017</td> </tr> <tr> <td>Secure Cabinet Member approval for 2017/18 programme</td> <td>June 2017</td> <td>June 2017</td> </tr> <tr> <td>Commission design of scheme(s)</td> <td>July 2017</td> <td>July 2017</td> </tr> <tr> <td>Completion of design</td> <td>Sept 2017</td> <td>Sept 2017</td> </tr> <tr> <td>Procurement</td> <td>Sept 2017</td> <td>Sept 2017</td> </tr> <tr> <td>Scheme construction / delivery</td> <td>March 2017</td> <td>March 2018</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				Sustrans report on Town Centre cycling route options	March 2017	March 2017	Review route options in consultation with Swindon BUG	May 2017	May 2017	Secure Cabinet Member approval for 2017/18 programme	June 2017	June 2017	Commission design of scheme(s)	July 2017	July 2017	Completion of design	Sept 2017	Sept 2017	Procurement	Sept 2017	Sept 2017	Scheme construction / delivery	March 2017	March 2018				<p><b>2016/17 Eastern Flyer</b> <b>AG – Delivery programme schedule –</b> Snagging and surface treatment still required in sections of Eastern Flyer.</p> <p><b>2017/18</b> <b>G Programme –</b> Scheme development underway to include town centre missing links to connect Flyer Routes. Preliminary drawings developed and reviewed ready for detailed design.</p> <p><b>G Budget –</b> Scheme elements being developed in line with available budget.</p>
Sustrans report on Town Centre cycling route options	March 2017	March 2017																										
Review route options in consultation with Swindon BUG	May 2017	May 2017																										
Secure Cabinet Member approval for 2017/18 programme	June 2017	June 2017																										
Commission design of scheme(s)	July 2017	July 2017																										
Completion of design	Sept 2017	Sept 2017																										
Procurement	Sept 2017	Sept 2017																										
Scheme construction / delivery	March 2017	March 2018																										

**What are we spending?**

Forecast	2015/2016	2016/2017	2017/18	TOTAL
<b>LGF Capital Profile</b>	1.227	1.273	1.25	3.75
<b>Actual spend incurred</b>	1.227	1.086	0.091	2.404

Total project expenditure to date = £2.404m out of a total project budget of £3.75m, fully funded by LGF.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



What have we done this month (Progress)	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> <li>• Completion of Covingham cycle/footway</li> <li>• Preliminary design work has been completed for the 2017/18 programme</li> <li>• Snagging works for the 2016/17 schemes have been progressed</li> <li>• Secured Cabinet Member approval of the 2017/18 works programme following consultation with stakeholders including the Swindon BUG.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of 2016/17 schemes on site – snagging works and signals commissioning</li> <li>• Detailed design of 2017/18 schemes to be commissioned</li> </ul>

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/001/A350	A350 Chippenham Bypass Dualling (Badger-Brook & Chequers)	Robert Murphy	Wiltshire Council	G	G	

What does our path look like? (Gantt Chart)			Are we on track? (Issues/Risks)
Milestone	Baseline	Forecast/Actual	<p><b>G – Time / Cost/ Quality</b></p> <ul style="list-style-type: none"> <li>A Risk Register has been prepared as part of the draft FBC, comprising 40 specific risks. A risk budget has been calculated based on a combination of the estimated cost of each risk being realised and the probability of each risk becoming reality. The quantified risk budget is £0.408 million, representing approximately 15% of the scheme construction costs.</li> </ul>
Complete detailed design (for procurement)	November 2016	November 2016	
OJEU Contract Award Notice	March 2017	April 2017	
Full Business Case (FBC) submission	March 2017	March 2017	
FBC approval	April 2017	May 2017	
Start of construction works contract	May 2017	May 2017	
Main construction start	June 2017	July 2017	
Construction Phase: Chequers Rbout to Cepen Park South Rbout	November 17	November 17	
Construction Phase: Brook Rbout to Badgers Rbout	December 17	December 17	
Construction Phase: West of Chequers Rbout	February 2018	February 2018	
Construction Phase: East of Chequers Rbout	March 2018	March 2018	
Construction Phase: North of Cepen Park South Rbout	March 2018	March 2018	
Construction Phase: South of Chequers Rbout	August 2018	August 2018	
Construction complete	July 2018	August 2018	
Opening date	August 2018	August 2018	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £7.1m is made up of £7.1m of LGF funding.

£Ms	2014/15	2015/16	2016/2017	2017/2018				2018/2019	2019/20	Total
				Q1	Q2	Q3	Q4			
LGF Profile			£0.670m	£0.036m	£0.366m	£0.367m	£0.367m	£2.683m	£2.612m	£7.1m
Actual	£0.0398m	£0.0974m	£0.699m							£0.836m

Note: Profiling above is provisional subject to contract sealing

Total project spend to date: £0.836m

**What have we done this month (Progress)**

- ITA's comments considered on draft FBC.
- Scheme webpages developed to provide relevant information including Frequently Asked Questions.
- Draft FBC published on SWLEP website.
- Approval obtained from Accountable Body's S151 Officer for the Value for Money statement.
- Draft FBC presented to Commissioning Group at meeting on 10 May.
- Draft FBC presented and approved by SWLEP Board at meeting on 24 May.
- Further site supervision and advance works actions developed / progressed.

**What do we need to do in the next 2 months (Actions)**

- Contracts to be signed and sealed in week beginning 19 June.
- Complete Pre-Construction Phase actions: traffic management liaison; document preparation, submission and approvals; statutory undertakers; and public liaison.
- Start Construction Phase: Mobilisation, Enabling Works and Demobilisation phase.
- Complete Construction Phase: Brook to Badgers Roundabout – Preparation Works.
- Start Construction Phase: Brook to Badgers Roundabout – Northbound Widening.
- Complete Construction Phase: Chequers Roundabout Works - Chequers to Cepen Park: Preparation Works.
- Start Construction Phase: Chequers Roundabout Works - Chequers to Cepen Park: Northbound Widening.

**Change Control Notification History**

Change Control 1 (CR003)

Agreed in March 2016

Changes to scheme schedule with completion in August 2018 (previously reported at September 2019).

Also changes to overall scheme cost but no change to LGF financial requirements.

Change Control 2 (CR019)

Agreed in January 2017 - Changes requested to drawdown schedule to enable the grant agreement to be updated.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/003/SRT	Rapid Transit	James Jackson	Swindon Borough Council	AG	AG	

**Project Description**

Bus priority measures on the strategic bus corridors linking Wichelstowe, NEV and North Swindon to the town centre

What does our path look like? (Gantt Chart)			Are we on track? (Issues)
<b>Wichelstowe Corridor Schemes</b>	<b>Planned</b>	<b>Forecast/Actual</b>	<p><b>Summary and overview</b> This programme sets out the detail related to the first Bus Rapid Transit route between Wichelstowe and Swindon Town Centre. This is to be delivered during the period 2017/18. During the period 2017/18 an options assessment report for the second corridor will be undertaken. The scheme between Tadpole Farm in north Swindon and the town centre will be defined ready for delivery in 2018/19. Finally a third corridor between New Eastern Villages and the town centre will have an options assessment undertaken during 2018/19, this will take into account the final agreed “design and access strategy” being developed as part of the DfT retained schemes business case. <b>AG – Programme</b> – High Level consultation has taken place. Preliminary designs have been refined following this and further consultation undertaken on the detailed proposals for Old Town and Mannington.  Following this consultation, three schemes are being taken forward for delivery in 2017/18, these being the Mannington Roundabout improvements, improvements to the bus facilities at Regent Circus to support the town centre regeneration, and bus priority measures on Pipers Way.  Proposals for the Old Town area have been dropped following the</p>
Seek approval for scheme designs from Strategic Highways Programme Board/LEP	February 2017	April 2017	
Handover to project delivery for detailed design.	April 2017	April 2017	
Commence process and preparation for start of the procurement exercise.	April 2017	April 2017	
Submission of updated Business Case for 2017/18 scheme programme to SWLEP	May 2017	June 2017	
Completion of detailed design of 2017/18 scheme	August 2017	August 2017	
Appointment of Contractors for scheme construction	September 2017	September 2017	
Commencement of construction	October 2017	October 2017	
Completion of construction and scheme opening	March 2018	March 2018	
<b>2018/19 Programme – Tadpole Farm</b>			
Review Tadpole Farm Options Report	June 2017	June 2017	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Agree long-list of scheme options	June 2017	June 2017
Agree brief with Atkins	July 2017	July 2017
Prepare concept designs for long-list schemes	August 2017	August 2017
Consultation on concept schemes and agreement of short-listed schemes	September 2017	September 2017
Appraisal Specification Report prepared for SWLEP	October 2017	October 2017
Modelling commissioned and undertaken for the short-listed schemes	December 2017	December 2017
Preliminary design for short-listed schemes	January 2018	January 2018
Consultation on short-listed schemes	February 2018	February 2018
Cabinet approval for 2018/19 programme	March 2018	March 2018

consultation feedback, which provided no consensus on a preferred scheme, and following further Business Case work showing that the Old Town proposals did not offer good value for money.

Proposals were to be presented to the SWLEP Transport Sub-Group in April, but that meeting was cancelled, hence the new date of June 2017 for the Transport Sub-Group briefing.

**AG – Business Case** – Wichelstowe Draft Business Case in circulation with internal officers. Being presented to SWLEP transport sub-group in June.

**G – Budget** – Fully committed for 17/18 remainder to be defined.

**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)	0.164	3.283	3.283	3.120				<b>9.850</b>
Actual LGF Expenditure Incurred (£m)	0.055	0.083						<b>0.138</b>

Total project expenditure to date = £0.138m out of a total project budget of £9.850m, fully funded by LGF.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



What have we done this month (Progress)	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> <li>• Programme – Further consultation and communication with key stakeholders.</li> <li>• Scheme progress – Further development of preliminary designs for scheme options identified within the OAR.</li> <li>• Consulted on the detailed proposals for Regent Circus.</li> <li>• Handover and procurement process preparation for Wichelstowe schemes.</li> <li>• Drafting business case for Wichelstowe Corridor schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Commission detailed design for Mannington, Pipers Way and Regents Circus schemes.</li> <li>• Completion of business case and submission to SWLEP Transport Sub-Group and ITA for review. Aim to go to Commissioning Group and SWLEP Board in September.</li> <li>• Agreement to proceed following consultation with Lead Member and SRO.</li> <li>•</li> <li>• Review Tadpole Farm Options Report to commence the process of developing the 2018/19 programme.</li> </ul>

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/006/JNC16	M4 Junction 16	Tim Mann	Swindon Borough Council	AG	AG	

**Project Description**

Junction improvements at Junction 16 of the M4, to increase capacity and reduce congestion

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)
Milestone	Forecast	Actual	
Mobilise and start construction	Oct 2016	Oct 2016	<b>AG – Construction</b> – Major earthworks have gone well but still susceptible to wet weather and therefore a risk to the programme. Other significant risks include performance of statutory undertakers, and impact on road users. <b>AG – SSE</b> – SSE have not been responsive and have caused delay to the programme – overall impact yet to be established. <b>G – Programme</b> – On track for completion March 2018. <b>G – Project Mgt</b> – Comms are ongoing and being well received.
Complete eastbound offslip	July 2017	July 2017	
Complete westbound offslip	September 2017	September 2017	
Complete GWW works	November 2017	November 2017	
Complete construction	Mar 2018	Mar 2018	

**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)	0.876	5.204	2.960		-3.120			<b>5.920</b>
Actual LGF Expenditure Incurred (£m)	0.876	4.186	0.393					<b>5.455</b>

Total project expenditure to date = £5.455m out of a total project budget of £12.613m of which £5.92m is LGF funded and £6.69m is expected from SBC / Developer contributions.

£3.12m to be paid back to Rapid Transit budget in 2019/20.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



What have we done this month?	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> <li>Construction – Works continue on the M4 Eastbound offslip, with traffic now transferred to the new carriageway, and on the Westbound offslip, the southern section of the roundabout and south of the junction. Good progress has been made.</li> </ul>	<ul style="list-style-type: none"> <li>Construction – Complete works to the eastbound offslip and continue works throughout the rest of the site.</li> <li>Project Mgt – Continue comms (TM, ongoing). Notify business park of impending temporary access restrictions.</li> </ul>
<b>Change Control Notification History</b>	
<p><u>Change Control 1 (CR017)</u>            Agreed in October 2016            Temporary transfer of £3.12m budget from Rapid Transit project</p>	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Project Description**

LGF/1617/007/MH	Mansion House (Corsham)	Kaz Van Den Berg	Wiltshire Council	AR	AR	
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**Project Description**

Renovation and conversion of Mansion House building in Corsham to create incubation space for businesses working within the digital or innovation sectors and teaching space to facilitate the opportunity to deliver both higher-education courses and schools engagement.

**What does our path look like? (Milestones)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast/ Actual
Appoint Project Team	Nov/Dec 2015	Feb 2016	Feb 2016
Detailed design	May 2016	Oct 2016	Oct 2016
Submit planning application	May 2016	Nov 2016	Nov 2016
Tender issue (PIN)	June 2016	Dec 2016	Dec 2016
Planning application approval	July 2016	Feb 2017	May 2017
Stage 1 Contract award	Sept 2016	May 2017	April 2017
Stage 2 Contract award	n/a	n/a	July 2017
Construction commence	Sept 2016	June 2017	July 2017
Construction complete	June 2017	Dec 2017	Jan 2018

**Are we on track? (Issues/Risks)**

**Programme**

**AR** - The planning application for the Mansion House was approved by Wiltshire Council subject to conditions. As two statutory consultees raised concerns, the listed building consent will be referred to the Secretary of State with recommendation that it should be granted. The enabling works however can now commence. The procurement for the main contract is also commencing pending Secretary of State confirmation. Value engineering work has been completed and subject to tender responses the project is within budget.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £2.5m is made up of LGF funding only. As a local match contribution Wiltshire Council has invested the building, valued at between £1million and £1.5million in to the project.

£Ms	2014/15	2015/2016	2016/2017	2017/18				2018/19	Total
				Q1	Q2	Q3	Q4		
<b>LGF Profile</b>		£0.026m	£0.156m	£0.063m	£0.163m	£0.164m	£0.468m	£1.46m	<b>£2.5m</b>
<b>Actual</b>	£0.001m	£0.030m	£0.158m	£0.016m					<b>£0.205m</b>

Total project spend to date £0.205m

**What have we done this month?**

- Wiltshire Council Strategic Planning Committee approved the Mansion House planning application. The listed building consent application has been referred to the Secretary of State.
- Value engineering workshop took place on the 13 June 2017.

**What do we need to do in the next 2 months (Actions)**

- Enabling works
- Procurement for the main contract
- Completion of pre-commencement conditions

**Change Control Notification History**

Change Control 1 (CR001)

Agreed in September 2015.  
Changes to scope and deliverables.

Change Control 2 (CR009)

Submitted in October 2016  
Changes to schedule. Updating the project schedule in line with what ARUP have prepared. Project completion December 2017.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/008/SBX	Swindon Bus Exchange	Simon Bridgen	Swindon Borough Council	G	R	

**Project Description**  
New bus exchange facility to improve connectivity in and around the town, also to improve the attractiveness of the town centre

**What does our path look like? (Milestones)** **Are we on track? (Issues/Risks)**

Milestone	Baseline	Forecast/Actual	<p><b>AR – Programme:</b> The CPO process has now been successfully concluded with the dismissal of the Judicial Review against the decision to grant the CPO. This means that the land acquisition process can now be progressed.</p> <p>The Health Centre element of the scheme has now been completed, with the new facility handed over to the NHS in June 2017. The demolition of the old Health Centre, on the Kimmerfields Phase Two site, can now commence.</p> <p><b>AR – Design:</b> The design review of the Bus Exchange options has been completed, and the emerging designs were discussed with both major bus operators (Stagecoach and Thamesdown) during February. The resulting options have been refined during further stakeholder consultation in May and updated project costs have been produced. The aim is to have a preferred option, with updated cost and programme, ready for SBC Cabinet approval in September.</p>
Funding Approval (SBC)	2014	Completed	
Legal Agreement with Bus Operators	2014	Completed	
LGF approval	2014	Completed	
CPO for land approved	January 2016	February 2016	
Carfax Car Park demolition completed	January 2016	January 2016	
Construction of new Health Centre commences	February 2016	January 2016	
Concept Design Review completed stakeholder		March 2017	
Detailed design completed reserved matters planning application submitted	March 2016	September 2017	
Stopping up Order for Bus Exchange granted	April 2016	December 2017	
Planning permission granted	July 2016	December 2017	
Build Contract procured	September 2016	March 2018	
Temporary Bus Station construction start	December 2016	August 2018	
Temporary Bus Station opens	March 2017	October 2018	
Construction start on site	September 2016	October 2018	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



NHS take possession of new Health Centre	February 2017	June 2017
Bus Exchange construction completes	May 2018	June 2019

**What are we spending?**

	2016/2017	2017/18	2018/19	2019/20	Total
<b>Profile (LGF)</b>	0	0.737	2.063	0.2	3.00
<b>Actual (against LGF)</b>	0				

Total project spend to date:= £0 out of a total project budget of £6m made up of £3m LGF and £3m SBC/Developer contribution

**What have we done in the past 2 months?      What do we need to do in the next 2 months (Actions)**

<ul style="list-style-type: none"> <li>The new Health Centre has been handed over to the NHS and is now open.</li> <li>Revised cost estimates have been prepared for the Bus Exchange and Fleming Way schemes based on the design options prepared by PJA.</li> <li>An Officer Workshop has been held to review the PJA design options for the Bus Exchange and Fleming Way.</li> <li>The process of enforcing the CPO and progressing the land acquisition continues to proceed.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the review of Bus Exchange and Fleming Way options with key stakeholders, with a view to securing Cabinet approval for the preferred option in September.</li> <li>Prepare the design brief ready for issue once the design options have been agreed following stakeholder discussion.</li> <li>Commission the design consultant to prepare the preliminary design for the Bus Exchange and Fleming Way scheme.</li> </ul>
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**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/009/YWA	A350 Yarnbrook/West Ashton Relief Road	Martin Aldam	Wiltshire Council	G	G	

**Project Description**

Construction of a relief road from the A350 in the Yarnbrook and West Ashton area located to the south east of Trowbridge. The scheme will unlock the Ashton Park development of 2,600 homes and 15ha of employment land.

**What does our path look like? (Gantt Chart)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast / Actual
OBC approval	Apr 2015	Apr 2015	Apr 2015
Planning application submission by developer	May 2015	May 2015	May 2015
Outline planning permission approval	Feb 2016 to May 2016	Apr 2018	Apr 2018
Procurement / Tendering	Sept 2016 to Feb 2017	Dec 2018 <sup>1</sup>	Dec 2018
Develop Full Business Case	Oct 2016 – May 2017	Dec 2018	Dec 2018
FBC submission to SWLEP Board	May 2017	Jan 2019	Jan 2019
FBC approval	July 2017	Mar 2019	Mar 2019
Construction	Apr 2018 – Mar 2021	Apr 2019 to Apr 2021	Apr 2019 to Apr 2021

**Are we on track? (Issues/Risks)**

**G – Programme**

The project is on track. There are no current issues to report.

<sup>1</sup> Procurement and Tendering exercise will be carried out by the Developer. LEP role is to ensure VFM.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £17.094m (to be refined on completion of the FBC) is made up of £5.5m of LGF funding, and £11.594m private sector funding.

£Ms	2016/2017	2017/2018	2018/2019	2019/2020	2020/21	Total
<b>LGF Profile</b>	£0.117m			£2.28m	£3.1m	<b>£5.5m</b>
<b>Actual</b>	£0.117m					<b>£0.117m</b>

Total project spend to date: £0.117m

**What have we done this month (Progress)**

- Further consideration of the Ashton Park planning application including phasing of the development in relation to the provision of the YWARR.

**What do we need to do in the next 2 months (Actions)**

- Continue to work through the planning application process (Michael Kilmister, Development Control Team Leader (Central)).
- Ongoing discussions with the Ashton Park developer regarding scheme delivery (Phil Tilley, Highways Development Control Officer).

**Change Control Notification History**

Change Control 1 (CR020)

Agreed in March 2017

Revised schedule to update the project milestones.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Re	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	Kingsley Hampton	Wiltshire Council	AG	AG	

What does our path look like? (Gantt Chart)				Are we on track? (Issues/Risks)
<b>Milestone ( * = critical path date)</b>	<b>Baseline</b>	<b>Revised Baseline (if applicable)</b>	<b>Forecast / Actual</b>	<p><b>G</b> - A Risk Register has been prepared as part of the FBC, comprising 48 specific risks. A risk budget has been calculated based on a combination of the estimated cost of each risk being realised and the probability of each risk becoming reality. The quantified risk budget is £0.117 million.</p>
OBC approval	Nov 2016	Nov 2016	Nov 2016	
Prior Information Notice (PIN) published*	Dec 2016	Dec 2016	Dec 2016	
Tender recommendation*	Feb 2017	Feb 2017	Feb 2017	
Full Business Case (FBC) submission*	Feb 2017	Feb 2017	Feb 2017	
FBC approval*	Jan 2017	Mar 2017	May 2017	
Main construction start*	June 2017	June 2017	Aug 2017	
Construction complete*	Oct 2017	Aug 2017	Dec 2017	
Opening date	Oct 2017	Aug 2017	Dec 2017	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £1.46m is made up of £0.5m of LGF funding, and £0.96m Highways England funding.

£Ms	2016/2017	2017/2018	2018/2019	2019/2020	Total
<b>LGF Profile</b>	£0.136m			£0.364m	<b>£0.5m</b>
<b>Actual</b>	£0.14m				<b>£0.14m</b>

Total project spend to date: £0.14m

**What have we done this month (Progress)**

- Raised erratum for FBC (Sent / Approved ITA)
- Officers presented FBC to SWLEP Board
- Full Business Case (FBC) approved May 25th

**What do we need to do in the next 2 months (Actions)**

- Prepare documents and / or hold meetings related to pre-construction matters
- Prepare & submit Traffic Management proposals
- Highways England notification period for road space (10 weeks)
- Erection of signs 4 weeks before closures
- Construction Phase Plan
- Site specific Method statements & risk assessments
- Construction Start

**Change Control Notification History**

Change Control 1 (CR010)

Submitted in October 2016

Changes requested to schedule. To enable M4 Junction 17 Improvements to be delivered and completed in 2017/18 instead of 2019/20 as originally planned. Project completion scheduled for August 2017.

Change Control 2 (CR018)

Submitted in January 2017

Changes requested to drawdown schedule to enable the grant agreement to be updated.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/009/UFB	Ultrafast Broadband - Project Mobilisation Phase	Sarah Cosentino	Wiltshire Council (Wiltshire Online (WOL) Team)	G	G	

**Project Description**

To procure and deploy an Ultrafast / NGA broadband solution in Wiltshire.

**What does our path look like? (Milestones)**

**Gigaclear PLC – Lot 1 North – Contractual Targets & Milestones**

Network Phase	Quarter	Year	Ultrafast >100Mbps by both End December 2018 & 2019
1	Q3	CY 2018	1867
2	Q4	CY 2018	1099
3	Q2	CY 2019	1301
4	Q4	CY 2019	1507
<b>TOTAL</b>			<b>5774</b>
<b>GRAND TOTAL</b>			<b>5774</b>

**Gigaclear PLC – Lot 1 North – High Level Project Plan**

Task name	Duration	Start	Finish
Mobilisation	680 days	01/05/2017	09/12/2019
Design and Build			
Phase 1	285 days	02/06/2017	09/07/2018

**Are we on track? (Issues/Risks)**

- G – Mobilisation Phase (Current)**
- G – Programme: ITT launched – Concluded on time.**
- G – Contract Finalisation Process – Concluded on time.**
- G – BDUK Assurance Board – Checkpoint “C” – Concluded on time.**
- G – Contract Signature / Sealing – Concluded on time.**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Phase 2	240 days	05/01/2018	10/12/2018
Phase 3	270 days	15/06/2018	28/06/2019
Phase 4	235 days	11/01/2019	09/12/2019

**BT Group – Lot 2 South – Contractual Targets & Milestones**

Network Phase	Quarter	Year	Estimated Total Homes Passed Target
1	Q1	2018/19	369
2	Q1	2018/19	683
3	Q3	2018/19	543
4	Q3	2018/19	500
5	Q4	2018/19	950

**BT Group – Lot 2 South – High Level Project Plan**

Task Name	Duration	Start	Finish
Mobilisation	390 days	02/10/17	01/04/19
Design and Build			
Phase 1	195 days	02/10/17	02/07/18
Phase 2	130 days	01/01/18	02/07/18
Phase 3	196 days	02/04/18	01/01/19
Phase 4	131 days	02/07/18	01/01/19
Phase 5	130 days	01/10/18	01/04/19

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

Total project budget of £3m is made up of **£1m** of LGF grant funding, (plus **£2m** of BDUK grant funding.)

£Ms	2018/19	2019/20	Total
<b>LGF Profile</b>	£0.5m	£0.5m	£1m
<b>Actual</b>			

**What have we done in the past 2 months?**

- Concluded DCMS Approvals (Checkpoint “C”) including State Aid and Funding – > 20<sup>th</sup> April 2017.
- BDUK / National Competence Centre – Checkpoint “C” State Aid Assurance Board. Sign-off & Approval - 20<sup>th</sup> April 2017.
- Local Body final governance & Contract Award – w/c 24<sup>th</sup> April 2017.
- Contract Signature / Sealing – w/c 24<sup>th</sup> April 2017.
- Supplier kick-off mobilisation meeting took place with Gigaclear PLC on Tuesday 6<sup>th</sup> June 2017.
- Formal press announcement regarding contract award / chosen suppliers, scheduled post Purdah, for Tuesday 13<sup>th</sup> June 2017.

**What do we need to do in the next 2 months (Actions)**

- Formal announcement regarding contract award scheduled post Purdah, for Tuesday 13<sup>th</sup> June 2017.
- Mobilisation planning to continue, particularly with the new supplier Gigaclear and Comms, including local level marketing.
- Establish tier 1 civils contractor with Gigaclear by the early July 2017.
- Establish streetworks compliance and governance with new civils contractor.
- Schedule more comprehensive Comms activity with both suppliers and SRO / Cabinet Member, most likely to be scheduled for July 2017.

**Change Control Notification History**

N/A No Previous Change Control History

## **Local Growth Fund (Growth Deal 3)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1718/001/WCS	Salisbury Campus Redevelopment.	JOA Consulting Jeff Owen	Wiltshire College Adrian Ford	G	G	

**Project Description**

Construction, Life Sciences, Engineering & HE Centre new build extension & refurbishment works

**Programme (Milestones)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast/ Actual
RIBA Stage 1 Design Brief	March 2017 – June 2017		Complete
RIBA Stage 2 Concept Design	July 2017 – Oct 2017		
RIBA Stage 3+ Developed Design	Oct 2017 – Jan 2018		
Planning	Oct 2017 – Jan 2018		
Tender (OJEU – main works)	Jan 2018 – May 2018		
Stage 4 Contractor Technical Design	June 2018 – Dec 2018		
Stage 5 Construction	July 2018 – Jan 2021		
RIBA Stage 6 Handover	Phase 1 Nov 2019 Phase 2 Oct 2020 Phase 3 Jan 2021		
RIBA Stage 7 In Use			

**Are we on track?  
(Issues/Risks)**

**Programme:** [G] A detailed programme is being defined as part of the Stage 1 Brief. Firm dates to be reported next period.

**Cost:** [G] A detailed cost plan and cashflow, capped within the OBC funding allowance, to be reported next period.

**Scope:** [G] A detailed brief for Stage 2 concept design is being prepared.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Funding**

The total project costs are estimated to be £14.8m (including VAT, contingency and an allowance for inflation).  
The College contribution is £1m capital. LEP contribution is £13.8m capital.

	20017/2018				2018/2019				2019/2020				
£Ms	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
<b>Profile (LGF)</b>													
<b>Actual (against LGF)</b>													

Cashflow forecast to be confirmed by 30<sup>th</sup> June.

**What have we done in the past 2 months?**

- RIBA Stage 1 report completed.
- Cost plan updated.
- Risk register populated.
- Programme agreed.
- Topo, elevation and buried services surveys commenced
- Fee enquiries for design team issued via SCAPE BECS.
- BREEAM fee enquiry issued via Intend.
- PID drafted for WC approval.
- Fee estimates for the design team prepared ahead of the SCAPE BECS submissions.

**What do we need to do in the next 2 months (Actions)**

- Confirm design team appointments
- Commence RIBA stage 2 concept design
- Commence user meeting to agreed room locations, RDS.
- Commence FF&E schedule and cost estimates.
- Initiate discussion with LA planning officer and submit planning pre-application submission.
- Complete site topographical surveys; elevation, topo and buried services.
- Commence ground investigations
- Commence details utility and site services investigations.
- Maintain cost plan, issue log and risk register.

**Change Control Notification History**

None reported at this time.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/17/18/002/WCL	Lackham Campus; Agri-Tech Centre & Associated Works	JOA Consulting Jeff Owen	Wiltshire College Adrian Ford	G	G	

**Project Description**

New build agricultural technology centre, infrastructure and upgrade works.

**Programme (Milestones)**

**Are we on track?  
(Issues/Risks)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast/ Actual
RIBA Stage 1 Design Brief	March 2017 – June 2017		Complete
RIBA Stage 2 Concept Design	July 2017 – Oct 2017		
RIBA Stage 3+ Developed Design	Oct 2017 – Jan 2018		
Planning	Oct 2017 – Jan 2018		
Tender (OJEU – main works)	Jan 2018 – May 2018		
Stage 4 Contractor Technical Design	June 2018 – Dec 2018		
Stage 5 Construction	July 2018 – July 2019		
RIBA Stage 6 Handover			
RIBA Stage 7 In Use			

Programme: **[G]**  
Cost: **[G]**  
Scope: **[G]**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Funding**

Total project funding is £9.2m (including VAT, contingency and an allowance for inflation).  
Wiltshire College to provide a £1m capital. SW LEP to provide £8.2m capital contribution. The new facilities are located on College-owned land.

	20017/2018				2018/2019				2019/2020				Total
£Ms	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
<b>Profile (LGF)</b>													
<b>Actual (against LGF)</b>													

Cashflow forecast to be confirmed by 30<sup>th</sup> June.

**What have we done in the past 2 months?**

- RIBA Stage 1 report completed.
- Cost plan updated.
- Risk register populated.
- Programme agreed.
- Topo, elevation and buried services surveys commenced
- Fee enquiries for design team issued via SCAPE BECS.
- BREEAM fee enquiry issued via Intend.
- PID drafted for WC approval.
- Fee estimates for the design team prepared ahead of the SCAPE BECS submissions.

**What do we need to do in the next 2 months (Actions)**

- Confirm design team appointments
- Commence RIBA stage 2 concept design
- Commence user meeting to agreed room locations, RDS.
- Commence FF&E schedule and cost estimates.
- Initiate discussion with LA planning officer and submit planning pre-application submission.
- Complete site topographical surveys; elevation, topo and buried services.
- Commence ground investigations
- Commence details utility and site services investigations.
- Maintain cost plan, issue log and risk register.

**Change Control Notification History**

None reported at this time.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1718/003/CCPM	The Maltings	Richard Walters	Wiltshire Council	G	G	

**Project Description**

The first and major transformational phase of the Maltings and Central Car Park Regeneration Scheme seeks to redevelop the Central Car Park and Coach Park site for a mix of commercial (retail and leisure) and residential uses.

**What does our path look like? (Milestones)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast/Actual
Pre planning design / technical work / consultation	Nov 2017		Nov 2017
Planning application submission	Dec 2017		Dec 2017
Planning consent	Apr 2018		Apr 2018
Contractor procurement and site mobilisation	Aug 2018		Aug 2018
Construction start on site	Sept 2018		Sept 2018
Practical completion and scheme opening	Oct 2020		Oct 2020

**Are we on track? (Issues/Risks)**

**G - Contractual Arrangements** Approval given by Wiltshire Council cabinet to enter into a delivery arrangement to secure the comprehensive development of the whole site on terms to be agreed with TH Real Estate, the owners of the Maltings shopping centre

**G - Design and Planning** The principles of development are well established in the council's Core Strategy. Wiltshire Council is working with TH Real Estate to bring forward proposals to go out to consultation later in the year.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

£Ms	2016/17	2017/2018				2018/19	2019/20	2020/21	Total
	0	Q1	Q2	Q3	Q4				
<b>LGF Profile</b>	0	£0.31m	£0.25m	£0.25m	£0.25m	£1.0m	£1.0m	£3m	<b>£6.06m</b>
<b>Actual</b>	£0.048m	£0.005m							<b>£0.053m</b>

Total Project spend to date: £0.053m  
Total project cost: £85.4 million

Wiltshire Council is developing a mechanism to enable remediation works to be completed ahead of drawdown of the total LGF grant allocation.

**What have we done in the past 2 months?**

- Discussions progressing with TH Real Estate, the owners of the Maltings shopping centre.

**What do we need to do in the next 2 months (Actions)**

- Agree commercial terms of a land deal with TH Real Estate
- Work with TH Real Estate towards development proposals for the site to go out to consultation with the community later in the year

**Change Control Notification History**

No change control notifications submitted to date

**Department for Transport – LGF (Growth Deal 1)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(i)	New Eastern Villages Great Stall Bridge	Peter Morgan	Swindon Borough Council	AG	AG	

**Project Description**

New bridge across the A419 connecting the NEV site with East Swindon

What does our path look like? (Milestones)				Are we on track? (Issues/Risks)
Milestone	Baseline	Revised Baseline	Forecast/Actual	<p><b>AG – Cost</b></p> <ul style="list-style-type: none"> <li>Atkins are currently reviewing the cost estimates and concept design for the scheme.</li> </ul> <p><b>AG – Project scope</b></p> <ul style="list-style-type: none"> <li>The outcome of the modelling review for NEV may result in a change of scope from the original scheme.</li> <li>Options to be considered for the specification include the bridge being open to all traffic rather than the original scope of public transport, pedestrian and cycle use only.</li> </ul> <p><b>AG – Time</b></p> <ul style="list-style-type: none"> <li>Delays have occurred with strategic modelling.</li> </ul> <p><b>AG – Programme</b></p> <ul style="list-style-type: none"> <li>Updated programme being produced for presentation to SBC NEV Programme Board on 11/07/17</li> <li>Interim milestones to be revised. No slippage expected for construction phase.</li> </ul>
Viability Review	n/a	March 2016	March 2016	
Preliminary design completed	July 2016	March 2017	March 2017	
Planning application granted	August 2017	October 2017	October 2017	
(SoS call in/Public Inquiry)	August 2018	October 2018	October 2018	
D&B Tender Process	N/A	December 2017	December 2017	
Detailed Design	August 2019	December 2018	December 2018	
Construction commence	January 2021	January 2021	January 2021	
Construction complete	May 2022	May 2022	May 2022	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)			0.500	3.500	3.600			<b>7.600</b>
Actual LGF Expenditure Incurred (£m)			0.005					<b>0.005</b>

Total project expenditure to date = £0.026m out of a total project budget of £17.922m of which £7.6m is LGF funded and £10.3m is expected from SBC / Developer contributions.

**What have we done in the last 2 months**

- Topographical surveys completed
- Commenced review of construction costs

**What do we need to do in the next 2 months (Actions)**

- Confirm how the scheme design integrates as part of the comprehensive access strategy and, in particular, with the proposed improvements to White Hart Junction, as the two schemes intersect at Merlin Way

**Change control Notification History**

Change Control 1 (CR 013)

Agreed in October 2016

Change of schedule to accommodate design and build programme. End dates are unchanged but interim milestones have moved. Change control request for spend profile to follow.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(iib)	New Eastern Villages Mitigation West of A419 Package 2	Peter Morgan	Swindon Borough Council	G	G	

**Project Description**

Traffic management measures and junction improvements within East Swindon

**What does our path look like? (Milestones)**

Milestone	Baseline	Forecast / Actual
Initial site surveys	November 2015	November 2015
Preliminary design	December 2018	December 2018
Detailed Design/tender documents	November 2019	November 2019
Complete on site	March 2021	March 2021

**Are we on track? (Issues / Risks)**

**G – Cost** – Project still within original predicted budget. Scheme spend estimated to start in 2019/20. Anticipated LEP grant of £0.5m in 19/20 and £1.5m in 20/21.  
**G - Quality** – Currently no issues with quality.  
**G – Time** – Programme still on original path.

**What are we spending?**

	15-16	16-17				Total	17/18	18/19	19/20	20/21	21/22	TOTAL
		Q1	Q2	Q3	Q4							
Approved LGF Profile	0	0	0	0	0	0	0	0.500	1.500	0	<b>2.000</b>	
Actual Spend Incurred	0	0	0	0	0							

Total project budget = £2.613m made up of £2m LGF and £0.613m SBC funding/developer contributions

**What have we done in the last 2 months**

SBC have commissioned the business case for WHJ & SCR, this will in turn lead to the development of the necessary 2014 base strategic model and 2026 forecast model which is essential to inform the package 2 works.

**What do we need to do in the next 2 months (Actions)**

N/A

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(iii)	New Eastern Villages A420 Gablecross & Police Station	Robert Sweetnam	Swindon Borough Council	AG	AR	

What does our path look like? (Milestones)				Are we on track? (Issues/Risks)
Milestone	Baseline	Revised Baseline	Forecast/ Actual	<p><b>AR – Costs</b> - Estimate currently being reviewed as changes in the planned road alignment may impact on cost.</p> <p><b>AR – Quality</b> - Modelling identified that additional junction capacity is required, resulting in a need to review and refine the design options for the scheme.</p> <p><b>AG – Time</b></p> <ul style="list-style-type: none"> <li>Delays have occurred with strategic modelling, results have been received and concept designs are being progressed.</li> </ul> <p><b>AG – Programme</b></p> <ul style="list-style-type: none"> <li>Updated programme being produced for presentation to SBC NEV Programme Board on 11/07/17</li> <li>Interim milestones to be revised. No slippage expected for construction phase</li> </ul>
Feasibility Modelling	December 2015	October 2016	October 2016	
Preliminary Design	June 2016	March 2017	March 2017	
D&B Tender Process	N/A	December 2017	December 2017	
Detailed Design	April 2017	August 2018	August 2018	
Construction Commence	September 2017	September 2018	September 2018	
Construction Complete	August 2018	August 2019	August 2019	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)	0.041	0.030	0.500	1.500	0.429			<b>2.500</b>
Actual LGF Expenditure Incurred (£m)	0.041	0.021	0.005					<b>0.067</b>

Total project expenditure to date = £0.067m out of a total project budget of £5.37m of which £2.5m is LGF funded and £2.9m is expected from SBC / Developer contributions.

**What have we done in the last 2 months**

- Atkins reviewing CH2M cost estimate for JMP design
- C2 Statutory Undertaker Searches
- Topographical surveys undertaken and awaiting report
- LINSIG standalone junction modelling to inform concept design
- Progressing Gablecross concept design
- Highway Asset condition assessment completed

**What do we need to do in the next 2 months (Actions)**

- Atkins to issue conceptual layout options
- Recommend a preferred solution for preliminary design
- Commence Environmental Impact Assessment (EIA) screening
- Pre-application consultation with the Local Planning Authority

**Change control Notification History**

Change Control 1 (CR012)

Agreed in October 2016

Change of schedule to accommodate design and build programme. End dates are unchanged but interim milestones have moved. Change control request for spend profile to follow.

Change Control 2 (CR021)

Agreed in March 2017

Change of financial profiling in accordance with above change control regarding milestones as above.

**Department for Transport - Retained**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(iv)	New Eastern Villages Southern Connector Road	Tom Campbell	Swindon Borough Council	AG	AG	

**Project Description**

New link road connecting the NEV with the A419 at Commonhead Interchange

**What does our path look like? (Milestones)**

	Baseline	Revised Baseline	Forecast/Actual
Preliminary survey work	N/A	January 2016	February 2016
Preliminary design (Stage 2)	February 2016	May 2017	May 2017
Planning Consent	April 2017	November 2017	November 2017
Land acquisition (CPO) complete	August 2017	February 2019	February 2019
(SoS call in/Public Inquiry)	May 2018	November 2018	November 2018
D&B Tender Process	N/A	June 2018	June 2018
Detailed Design	April 2019	June 2019	June 2019
Construction Commence	October 2019	October 2019	October 2019
Construction Complete	March 2021	March 2021	March 2021

**Are we on track? (Issues/Risks)**

- AG – Cost** – Estimate currently being reviewed as changes in the planned road alignment may impact on cost.
- AG – Quality** – Archaeological remains have been found on the indicative alignment. Consultation with Historic England and the County Archaeologist has taken place and further archaeological surveys commissioned.
- G – Time**
- The project is on track to achieve overall construction milestone.
- AG – Programme**
- Updated programme being produced for presentation to SBC NEV Programme Board on 11/07/17
  - Interim milestones to be revised. No slippage expected for construction phase

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)					5.800	5.800		<b>11.600</b>
Actual LGF Expenditure Incurred (£m)								<b>0.000</b>

Total project expenditure to date = £0.196m out of a total project budget of £20.949m of which £11.6m is LGF funded and £9.35m is expected from SBC / Developer contributions.

**What have we done in the last 2 months**

- Completed geophysical surveys
- Completed topographical survey
- Met with Historic England regarding archaeological issues
- Agreed Planning Strategy with the Local Planning Authority
- Refined EIA Scoping Report
- Met with Environment Agency regarding flood risk assessment
- Progressed Flood Risk Assessment including liaison with Thames Water.
- Continued hydrogeological and ecological surveys.
- Investigated alignment options.
- Commenced review of construction cost estimates

**What do we need to do in the next 2 months (Actions)**

- Complete programme review
- Commission flood modelling
- Complete cost estimate update
- Commission further archaeological surveys
- Confirm land assembly programme
- Continue ecological surveys
- Confirm preferred route alignment
- Liaise with Canal Trust and lead consultant regarding design issues related to the Canal route
- Sign-off EIA Scoping Report
- Further consultation with Historic England
- Agree Stage 2 commission with lead consultant

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Change Control Notification History**

Change Control 1 (CR5)

Agreed in April 2016

Slip of planning application date by 6 months

Change Control 2 (CR014)

Agreed in October 2016

Change of schedule to accommodate design and build programme. End dates are unchanged but interim milestones have moved. Change control request for spend profile to follow.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(v)	New Eastern Villages White Hart Junction	Peter Morgan	Swindon Borough Council	G	AG	↑

**Project Description**

Improvement of A419/A420 Interchange

What does our path look like? (Milestones)				Are we on track? (Issues/Risks)
Milestone	Baseline	Revised Baseline	Forecast/Actual	<p><b>G – Cost</b></p> <ul style="list-style-type: none"> <li>Estimates are currently being reviewed following the refinement of the design scope</li> <li>Awaiting update on land requirements and costs</li> </ul> <p><b>G – Quality</b></p> <ul style="list-style-type: none"> <li>There are currently no issues with scheme quality</li> </ul> <p><b>AG – Time</b></p> <ul style="list-style-type: none"> <li>Delays have occurred with strategic modelling. Once results are received, Atkins will progress preliminary design.</li> </ul> <p><b>AG - Programme</b></p> <ul style="list-style-type: none"> <li>Updated programme being produced for presentation to SBC NEV Programme Board on 11/07/17</li> <li>Interim milestones to be revised. No slippage expected for construction phase</li> </ul>
Preliminary design stage 1	February 2015	February 2015	February 2015	
Preliminary design stage 2	December 2015	March 2017	March 2017	
Planning application granted	February 2017	October 2017	October 2017	
Land acquisition (CPO)	June 2017	October 2017	October 2017	
(SoS call in/Public Inquiry)	February 2018	October 2018	October 2018	
D&B Tender Process	N/A	December 2017	December 2017	
Detailed design	June 2018	December 2018	December 2018	
Construction commence	January 2019	March 2019	March 2019	
Construction complete	February 2021	February 2021	February 2021	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)		0.600	0.400		11.000	10.500		<b>22.500</b>
Actual LGF Expenditure Incurred (£m)		0.028	0.005					<b>0.033</b>

Total project expenditure to date = £0.033m out of a total project budget of £32.8m of which £22.5m is LGF funded and £10.3m is expected from SBC / Developer contributions.

**What have we done in the past two months?**

- Completed topographical surveys
- Commenced review of construction cost estimates
- Completed highway asset condition survey

**What do we need to do in the next 2 months (Actions)**

- Progress White Hart Junction concept layouts
- Produce revised design options to address specific issues including the management of local traffic movements, which will potentially change as a result of the new junction layout
- Prepare drainage CCTV specifications

**Change control notification history**

Change Control 1 (CR6)

Agreed in April 2016  
Slip of design milestone 2 by 6 months

Change Control 2 CR015)

Agreed in October 2016  
Change of schedule to accommodate design and build programme – end date unchanged but significant change within the programme. Spend profile change control request to follow

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV (vi)	New Eastern Villages Business Case	John Seddon	Swindon Borough Council	AG	AG	

**Project Description**

Preparing and presenting the Outline Business Case to DfT to secure full scheme funding approval

What does our path look like? (Milestones)				Are we on track? (Issues/Risks)
Milestone	Baseline	Revised Baseline	Forecast/Actual	<p><b>AG – Programme:</b> Atkins has produced the Options Appraisal Report for the retained schemes for submission to the DfT in June. The Appraisal Specification Report is in preparation and will be ready for submission to the DfT by the end of June.</p> <p><b>G – Cost:</b> This work is currently on budget.</p>
Management and Commercial Case workshops completed	September 2015	September 2015	Completed	
Options Appraisal Report completed	December 2015	December 2015	Completed	
Appraisal Specification Report completed	December 2015	May 2016	Completed	
Submission of OAR and ASR to DfT for review	December 2015	June 2016	Completed	
Receipt of comments from DfT and agreement of next stage	January 2016	December 2016	Completed March 2017	
Re-submission of OAR and ASR to the DfT		May 2017	June 2017	
Completion of modelling work for forecasting scenarios		July 2017	July 2017	
Submission of Strategic Outline Business Case to SWLEP and DfT		September 2017	September 2017	
Completion of Outline Business Case	April 2016	May 2017	June 2018	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)	0.382	0.118						<b>0.500</b>
Actual LGF Expenditure Incurred (£m)	0.382	0.118						<b>0.500</b>

Total project expenditure to date = £0.504m out of a total project budget of £0.504m of which £0.500m is LGF funded and the remainder SBC.

**What have we done in the past 2 months?**

- Atkins are progressing work on the forecasting model and the development of the scenarios for testing of the retained schemes, with regular project meetings being held to monitor progress.
- Atkins has prepared the draft OAR for review by SBC prior to submission.
- Atkins has commenced the drafting of the ASR.

**What do we need to do in the next 2 months (Actions)**

- Submit the revised OAR and ASR reports to the SWLEP and DfT.
- Complete the modelling work on the forecasting scenarios.

**Change Control Notification History**


Change Control 1 (CR016)

Agreed in October 2016

Changes requested to align with the re-baselining of other NEV schemes to accommodate design and build option

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1617/002/W1	Wichelstowe Western Access	Tim Mann	Swindon Borough Council	AG	AG	
<b>Project Description</b>						
A tunnel or bridge across the M4 to provide the fourth access to the Wichelstowe development						

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)
Milestone	Forecast	Actual	<b>AG</b> – Ecological constraints are significant and early work to ensure satisfactory treatment of Great Crested Newts and badgers is underway.
Complete options analysis	Jun 17	Jun 17	
Complete EIA (if required)	Dec 17	Dec 17	
Issue tender (ITT)	Jan 18	Jan 18	
Appoint contractor	Sep 18	Sep 18	
Complete design and approval	Mid 19	Mid 19	
Mobilise and start construction	Mid 19	Mid 19	
Complete construction	March 21	March 21	

What are we spending?								
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	TOTAL
Approved LGF Expenditure Profile (£m)			0.200	2.700	10.000	10.000		<b>22.900</b>
Actual LGF Expenditure Incurred (£m)	0.0	0.0	0.0					<b>0.0</b>

Total project expenditure to date = £0.0m out of a total project budget of £28.19m of which £22.90m is LGF funded and £5.29m is expected from SBC / Developer contributions.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



What have we done this month?	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> <li>Initial options appraisal complete. Recommendation to move forward with the straightened tunnel as the preferred approach to take through the Business Case process.</li> </ul>	<ul style="list-style-type: none"> <li>Commence planning, modelling, and development of business case.</li> <li>Hold meetings with key stakeholders.</li> </ul>
Change Control Notification History	
Empty space for Change Control Notification History	

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
DFT/1617/004/CSH	Chippenham Station Hub	Rory Bowen	Wiltshire Council	AG	AG	

**Project Description**

Enhancement of station facilities including increased car parking, railway crossing provision, retail facilities and public realm improvements.

What does our path look like? (Milestones)	Are we on track? (Issues/Risks)																																								
<p><b>Phase 1</b></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Baseline Date</th> <th>Revised Baseline</th> <th>Forecast / Actual</th> </tr> </thead> <tbody> <tr> <td>Outlined Business Case completed</td> <td>Mar 2017</td> <td>n/a</td> <td>June 2017</td> </tr> <tr> <td>Listed building consent application submitted</td> <td>n/a</td> <td>n/a</td> <td>June 2017</td> </tr> <tr> <td>Approval from LEP</td> <td>May 2017</td> <td>n/a</td> <td>Jul 2017</td> </tr> <tr> <td>Planning approval</td> <td>n/a</td> <td>n/a</td> <td>Sept 2017</td> </tr> <tr> <td>Commencement of works</td> <td>n/a</td> <td>n/a</td> <td>Sept 2017</td> </tr> <tr> <td>Completion of works</td> <td>n/a</td> <td>n/a</td> <td>TBA</td> </tr> </tbody> </table> <p><b>Phase 2</b></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Baseline Date</th> <th>Revised Baseline</th> <th>Forecast / Actual</th> </tr> </thead> <tbody> <tr> <td>Outline Business Case completed</td> <td>Jan 2017</td> <td>Jul 2017</td> <td>Sept 2017</td> </tr> <tr> <td>Planning application submitted</td> <td>Dec 2016</td> <td>Aug 2017</td> <td>Aug 2017</td> </tr> </tbody> </table>	Activity	Baseline Date	Revised Baseline	Forecast / Actual	Outlined Business Case completed	Mar 2017	n/a	June 2017	Listed building consent application submitted	n/a	n/a	June 2017	Approval from LEP	May 2017	n/a	Jul 2017	Planning approval	n/a	n/a	Sept 2017	Commencement of works	n/a	n/a	Sept 2017	Completion of works	n/a	n/a	TBA	Activity	Baseline Date	Revised Baseline	Forecast / Actual	Outline Business Case completed	Jan 2017	Jul 2017	Sept 2017	Planning application submitted	Dec 2016	Aug 2017	Aug 2017	<p><b>Programme</b></p> <p><b>Phase 1</b></p> <p><b>AG</b> – GWR Phase 1 OBC to be presented to the LEP Board in July. Council officers continue to work closely with GWR on business case development.</p> <p><b>AG</b> – Phase 1 is being separated into Part A (Station Improvements) and Part B (Access Improvements). Part A is due to commence works in Sept 2017 with completion in Jan 2018. Part B timeframes are still being developed, which is why TBA is provided in the completion of works row.</p> <p><b>Phase 2</b></p> <p><b>AG</b> – Contract awarded for OBC development (WSP Parsons Brinkerhoff and GVA will be undertaking the OBC and related planning elements of the project). Procurement of OBC took longer than anticipated due to a number of clarifications that were required.</p>
Activity	Baseline Date	Revised Baseline	Forecast / Actual																																						
Outlined Business Case completed	Mar 2017	n/a	June 2017																																						
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**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Start of works	Jul 2017	Mar 2018	Mar 2018
Full approval application submitted to DfT	May 2017	Nov 2017	Nov 2017
Completion of works	Jan 2019	Oct 2019	Oct 2019

**AG** – Viability assessments, soft market testing, and re-masterplanning has provided solid foundation for progression to further develop the scheme and initiate preparatory work on looking at potential planning issues.

**What are we spending?**

Total project budget of £34m is made up of £16m of LGF (DfT Retained) funding, £2m of public sector funding (not secured), and £16m private sector funding (not secured).

£Ms	2015/2016	2016/2017	2017/2018				2018/2019	2019/20	Total
			Q1	Q2	Q3	Q4			
<b>LGF Profile</b>	£0.028m	£0.32m			£1.0m	£2.0m	£12.65m		£16m
<b>Actual</b>	£0.028m	£0.114m							£0.142m

Total project spend to date: £0.142m

**What have we done in the last month?      What do we need to do in the next 2 months (Actions)**

- Delivery and sign off of re-masterplan and ASR
- Appointed WSP&GVA to deliver OBC for wider scheme
- Finalised GWR OBC (Phase 1) for LEP submission
- Meetings with DfT providing project updates
- Continued stakeholder engagement
- Presentation to Chippenham Area Board (26 June 2017)

- Drive OBC phase with technical input from Network rail via BAPA
- Presentation of Phase 1 OBC to the SWLEP Commissioning Group and Board.
- Drive GWR Phase 1 FBC ensuring appropriate design and delivery of Part B outcomes
- GWR Phase 1 public consultation event
- Continue close working with DfT

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Change Control Notification History**

Change Control 1 (CR004)

Agreed in March 2016

Changes to phase 1 schedule. Revised schedule to take into account the development and delivery of the SOBC, OAR, and AST.

Change Control 2 (CR011)

Submitted in October 2016

Changes to overall schedule with completion in October 2019.

## City Deal

## LEP Programmes Highlight Report to Commissioning Group (7 Jul 2017)



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/006/CD	Swindon & Wiltshire Higher Futures	Mandy Timbrell	LEP Partnership – SBC/WC	AR	AR	

What does our path look like? (Milestones)			Are we on track? (Issues)																																														
Milestone	Baseline	Current Forecast Date																																															
<b>Marketing/Communications</b>																																																	
Develop menu for businesses and updated collateral for all audiences, testing with employers and HEI partners	October 2016	Complete	<p><b>G – Cost:</b> Spend is within profile  <b>G – Time:</b> Time scales for the revised plan are back to green with the team having made significant progress over the last month.</p> <p><b>AR – Delivery:</b> Progress being made towards implementation of old Higher Futures. There will be new milestones set considering revised targets.</p>																																														
HF website goes live	Feb 2016	Complete Jan 17																																															
<b>Business Engagement</b>																																																	
Re-purpose Learner Client Engagement adviser role to focus on business engagement	February 2017	Complete	<table border="1"> <thead> <tr> <th></th> <th>No. of Contacts (Cumulative)</th> <th colspan="5">Stage of engagement</th> <th>Learners linked to tender</th> <th>Actual learner starts</th> <th>Predicted pipeline learners</th> </tr> <tr> <th></th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>November 2016</td> <td>893</td> <td>26</td> <td>5</td> <td>2</td> <td>1</td> <td>1</td> <td>45</td> <td>11</td> <td>154</td> </tr> <tr> <td>June 2017</td> <td>7025</td> <td>48</td> <td>15</td> <td>5</td> <td>3</td> <td>7</td> <td>65</td> <td>29</td> <td>275</td> </tr> </tbody> </table>								No. of Contacts (Cumulative)	Stage of engagement					Learners linked to tender	Actual learner starts	Predicted pipeline learners			1	2	3	4	5				November 2016	893	26	5	2	1	1	45	11	154	June 2017	7025	48	15	5	3	7	65	29	275
	No. of Contacts (Cumulative)	Stage of engagement								Learners linked to tender	Actual learner starts	Predicted pipeline learners																																					
		1	2	3	4	5																																											
November 2016	893	26	5	2	1	1	45	11	154																																								
June 2017	7025	48	15	5	3	7	65	29	275																																								
Use new databases to create meaningful engagements with businesses	March 2017	Complete March 17																																															
Develop pipeline of learners to engage 17/18 through levy opportunity	March 2017	Complete March 17	<p><b>Further issues/risks</b></p> <ul style="list-style-type: none"> <li>Funding will only cover another 2 years at current cost, model to become self-sustaining by 2020 needs to be revised.</li> <li>Milestones and critical path on the HLR no longer relevant. Project plan needs to be developed to deliver new outputs of 2000 learners by 2020.</li> <li>Growth Hub integration is moving slowly, HF working towards new outputs in old format</li> </ul>																																														
Develop relationships with key intermediaries to reach micro and SMEs	Dec 2016	Complete																																															
<b>Military Engagement</b>																																																	
Meet Army HQ education branch	January 2017	On Hold																																															
Review Learner Engagement Strategy	January 2017	ON HOLD																																															
Develop marketing collateral for military community	December 2016	Complete																																															
Identify first cohort of military leavers/spouses / veterans	March 2017	Complete																																															
Deliver first courses for military	April 2017	July 2017																																															

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



community		
<b>Learning Providers</b>		
Convene strategic group to develop degree apprenticeships	June 2016	Complete
Engage new providers to ensure demand can be met for Serco referrals	March 2017	Complete March 2017

**What are we spending? (Total Project)**

£Ms	2015/2016	2016/2017	2017/18				2018/19	2019/20	Total
			Q1	Q2	Q3	Q4			
<b>Profile (LGF)</b>	£0.374m	£0.352m	£0.058	£0.058	£0.058	£0.058	£0.228m	£0.230m	£1.416m
<b>Actual</b>	£0.320m	£0.308m							£0.628m

**What have we done this month (Progress)**

- Brokered a meeting between UWE, Wiltshire College and a cluster of employers in the digital engineering sector to develop an employer led model for delivery of the new degree apprenticeship standard – very well received and will result in new employer led provision starting in 2018.
- Cluster meetings held with Business West and employers in the Digital sector to look at skills gaps and start to develop a LEP wide strategy to mitigate
- Initial meeting with GWH identifying skills gaps, which will lead to further cluster work.
- Met with new military contact from Army HQ to identify opportunities for the army and HF to work together, this subsequently has led to renewed

**What do we need to do in the next 2 months (Actions)**

- Develop paper for BEIS / DFE articulating the proposal for HF within growth hub as approved by SWLEP board
- Identify other sources of income – e.g. bidding for funding to ensure Higher Futures can continue to provide a service when the grant runs out.
- Develop new project plan with clearly identified key drivers for 2017 based on agreed new programme (End of March 2017) and finalise budget for remainder of programme
- Follow up meeting with colleges to agree future collaborative approach and develop SLA (service level agreement)
- Confirm new structure for Higher Futures within Growth Hub
- Finalise team KPIs and targets for the new programme.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



interest from TESRR

- Carried out leaflet drops on industrial estates in Trowbridge, Salisbury, Westbury and Devizes, resulting in new leads for brokers
- Recruitment for new role Employer Skills officer has commenced to replace the HEI Broker role
- Review of team structure to ensure that the right roles are in place to deliver the newly defined programme
- SWLEP Board agreed with the proposal for Higher futures to merge with the Growth Hub
- Developed proposal for a newly defined Higher Futures programme, to be presented to SWLEP Board and DFE in May.
- Developed a manager's toolkit through USW in response to demand from industry to be marketed as a course starting in September – this will also be open to service leavers through their ELCs

## **Careers and Enterprise Company (CEC)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GEN/001/CEC	Swindon & Wiltshire Enterprise Adviser Network	Kirstie Barter (Wiltshire Council)	Wiltshire Council & Swindon Borough Council	G	G	

**Project Description**

The Enterprise Adviser Network is coordinating and building lasting connections between business, schools and colleges across the LEP area. Volunteer Enterprise Advisers from business work directly with school and college Senior Leadership Team to develop effective employer engagement plans ensuring young people have the skills they need to excel in education and life.

**What does our path look like? (Milestones)**

Milestone	Baseline	Revised Baseline (if applicable)	Forecast/Actual
Yr 2 Q3 (April-June 17) claim and financials to be submitted	June 2017		30 <sup>th</sup> June 2017
CEC Grant Offer signed off and submitted	June 2017		June 2017
C&EC Mentoring Campaign has commenced April 17- June 18	April 2017	Mentoring numbers to be reached: 207 Swindon 297 Wiltshire	June 2018
EAN profile targets achieved	July 2017		July 2017
New Wiltshire ECs in post and induction/training	April 2017		April 2017

**Are we on track? (Issues/Risks)**

**G – Programme:** The SWEAN continues to grow with three new schools joining the network, this reporting period, including Swindon Academy, Fairfield and St Augustine's. To date 45 schools and 47 EAs are signed up to the network. Wiltshire Council has successfully restructured and has recently appointed two Employment & Skills Officers to act as Enterprise Co-ordinators, who have completed a period of training and induction. Martin Casey is the Acting Enterprise Coordinator for Swindon, with planned recruitment for a new coordinator.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



underway			
SEN school Fairfield Rowdeford join SWEAN	July 2017		July 2017

**What are we spending?**

£Ms	2015/2016	2016/2017				2017/18	Total
		Q1	Q2	Q3	Q4		
<b>Profile</b>	180000	25000	20000		-		<b>225000</b>
<b>Actual</b>	175500	23088	19988				<b>218576</b>

Overall spend for project is to date now £218,576 (Including Year 2 Quarter 2- £19,988 Grant Claim & £1,716 from Kick Start fund)

**What have we done in the past 2 months?**

- Careers and Enterprise Company (CEC) Grant Offer 2017-2020 signed and delivered 9<sup>th</sup> June 2017. Secured funding for the SWEAN until 2020 with £25,000 per annum per co-ordinator subject to cash match of 50%.
- New staff training completed and included visit to Solent LEP, CEC National Conference, London Enterprise Coordinator training, Exeter regional meeting, provider meetings, CEC regional lead visits and observations.
- Role profile for Swindon coordinator agreed.
- Joint Swindon Careers and Enterprise Adviser Network (SWEAN) meeting at STEAM (15<sup>th</sup> June), focusing on activities with impact.
- Skills Lead meeting with Wiltshire Virtual School – further progress made when new Virtual Head and Virtual Schools Officer in post from July 2017.
- LEP briefing paper on the direction of travel for the SWEAN 2017-2020 approved by the Skills & Talent Sub-group.

**What do we need to do in the next 2 months (Actions)**

- New staff to build relationships within their allocated network with the division of Wiltshire area as South/West and North/East.
- Wiltshire careers leads and EA networking events planned.
- Swindon to begin recruitment process for new coordinator.
- Skills Lead to meet with CEC Regional Lead for audit meeting 26<sup>th</sup> July 2017.
- Targeted Enterprise Adviser (EA) recruitment drive for priority schools/those who have joined the EAN in Year 2.
- Audit of EA declarations and DBS clearances to be undertaken and gaps addressed.
- Launch of Work Wiltshire website with a dedicated section for the SWEAN.
- Evaluation and re-launch of the Employability Charter to support the work of schools and the network.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



- Engaged with the Salisbury Chamber of Commerce, joint initiatives discussed and opportunity to present at their board.
- New staff introductory meetings with schools and Enterprise Advisers.
- Range of school enterprise activities undertaken including, mock interview days, National Enterprise Challenge, careers week and employer talks.
- Funding and support from the CEC, via Business West, agreed for four Careers Fairs in Swindon and Wiltshire.
- SWLEP Headteacher representative, Phil Bevan from Devizes School, appointed for the CEC National Headteacher group.
- CSW Mentoring programme underway with three schools engaged in delivery to date, including The Dorcan Academy, Isambard Community School and St John’s Marlborough. A further 5 schools scheduled to start between Jul-Sept 2017.

- New CEC audit and development tool to be used with schools to evidence and evaluate impact.
- In Swindon, “incentive payment” to become part of a larger commissioning pot to support school-level activity, particularly activity focusing on the development of employability skills.
- CEC undertaking end of year evaluations to EAs and schools. Results to be published in October with a LEP level summary.

**Change Control Notification History**

N/A

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**Department of Business Energy and Industrial Strategy (BEIS)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GEN/002/GH	Growth Hub	Ian Durston	LEP	AG	AG	

**Project Description**

Provision of an online portal to sign post businesses to relevant business support provision in the area, both from the private and public sector. Supplemented by number of business support services from Unitary Authorities with Growth Hub portal acting as ‘umbrella’.

**What does our path look like? (Milestones)**

Milestone	Baseline	Forecast/Actual
LEP Marketing Manager in place	Sept 2016	Sept 2016
ESIF SME Growth project starts	1 Nov 2016	1 Nov 2016
Complete Portal Project Manager Commissioning	Oct 2016	Dec 2016
Complete Spec for portal development	Nov 2016	Feb 2016
Complete procurement process to appoint portal development contractor	Dec 2016	Mar 2016
Submit portal development proposal to Commissioning Group	Mar 2017	Mar 2017
Begin portal development work	Mar 2017	May 2017
Go Live of first stage of new portal	Jun 2017	Jul 2017
Formal public launch of new portal	Sept 2017	Sept 2017

**Are we on track? (Issues/Risks)**

**G – Delivery to date:** Delivery during 15/16 was in partnership with Inspire who managed portal and marketing plus face to face service (through Wiltshire Business Support Service Contract). Face to face now with ESIF SME Growth project and interim portal management to be carried out by LEP/RIKA Digital.

**AG – Delivery Going Forward:** Focus on development of more interactive portal using BEIS funding. RIKA Digital proposal agreed at March LEP board meeting. Project resource now engaged and work underway. Direction of travel event to be held on 12<sup>th</sup> July. First beta go-live mid August to limited group of companies. Full launch end of September. Timing is quite tight. Jo Minaar has been seconded from Higher Futures team to manage the project going forward, while recruitment process for permanent post takes place.

**G – Cost –** 2016/17 budget all defrayed. Financial audit complete and service evaluation work nearing completion. £205k budget for 17/18, but no funding confirmed by BEIS post end of March 2018.

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



**What are we spending?**

£Ms	2015/16	2016/17	2017/2018				2018/19	Total
			Q1	Q2	Q3	Q4		
<b>Profile (BEIS)</b>	0.25	0.205	0.05	0.05	0.05	0.055	0	<b>0.66</b>
<b>Actual (against BEIS)</b>	0.25	0.205	0.014					<b>0.469</b>

**What have we done in the past 2 months?**

- Creative agency engaged and work begun
- Developers and RIKA PM on board
- Kick off meeting held with full team
- MVP scoped and development work begun
- First creative outputs reviewed
- Direction of travel event organised for 12<sup>th</sup> July
- Scale Up Workshop run at BEIS networking event
- 

**What do we need to do in the next 2 months (Actions)**

- Continue development work
- Develop content for website
- Develop customer data strategy and GDPR compliance
- Agree creatives
- Prepare for go live

## **Growing Places Infrastructure Fund (GPIF)**

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GPIF/001/CAS	GPIF – Castledown Business Park	Scott Anderson	Wiltshire Council	G	G	

**Project Description**

Development of latest phases of 33 acre Castledown Business Park in Ludgershall (office, industrial and warehouse uses).

**What does our path look like? (Milestones)**

Milestone	Baseline	Forecast/Actual
Repayment of loan to LEP	TBA	

**Are we on track? (Issues/Risks)**

**G – Status:** £2.54m loan paid to project in 2014/15. Payment back to LEP originally scheduled for 2015/16 but LEP Board agreed at March 2016 Board Meeting that loan will be repaid when funding is required to satisfy the drawdown requirements of other projects as they come forward. The funding could potentially also be used in the open call process currently being instigated.

**What are we spending?**

£Ms	2014/15	2015/16	2016/17	2017/18
<b>Outgoing Loan</b>	2.54			
<b>Repayment</b>	TBD			

Outgoing loan has been issued

**What have we done in the past 2 months?**

- None

**What do we need to do in the next 2 months (Actions)**

- None

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GPIF/002/KIM	GPIF – Kimmerfields	Deborah Heenan	Forward Swindon	AR	AR	

**Project Description**

Regrading of Fleming Way in order to extend the Central Business District in Swindon town centre as part of the Kimmerfields development.

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)							
Milestone	Baseline	Forecast/Actual	<p><b>AR – Status:</b> £4.5m funding agreement has been signed, but release of monies is dependent on recipient entering into their own funding agreement with a developer by the end of 2016. A request from Swindon Borough Council has been granted to defer this requirement to March 2018.</p>							
Enter Developer Agreement	Dec 2016	TBA								
Issue Loan to FSL	Jan 2017	TBA								
What are we spending?										
	<b>£Ms</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Outgoing Loan</b>	0.15	0.384	1.866	2.1					
	<b>Repayment</b>						1.0	1.0	1.0	1.5
Outgoing loan has not been issued – profile requires revision										
What have we done in the past 2 months?					What do we need to do in the next 2 months (Actions)					
<ul style="list-style-type: none"> <li>None</li> </ul>					<ul style="list-style-type: none"> <li>Determine if loan still required, and if so, what profiling looks like</li> </ul>					

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GPIF/003/PL	GPIF – Park Lane Corsham	Scott Anderson	Bath ASU	AG	AG	

**Project Description**

Development of facilities at Bath ASU - a pharmaceutical company based in Corsham.

**What does our path look like? (Milestones)**

Milestone	Baseline	Forecast/Actual
Complete Funding Agreement	Aug 2016	TBA
Issue Loan to Bath ASU	Sept 2016	TBA

**Are we on track? (Issues/Risks)**

**AG – Status:** £1.85m loan requested. Delays have been experienced in signing the funding agreement due to issues with the security provided by the recipient. Funding agreement documents have now been agreed by Wiltshire Council and are awaiting review and signature by Bath ASU legal team.

**What are we spending?**

£Ms	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Outgoing Loan</b>	1.85								
<b>Repayment</b>			0.65	0.6	0.6				

Outgoing loan has not been issued

**What have we done in the past 2 months?**

- Ongoing discussions with Bath ASU

**What do we need to do in the next 2 months (Actions)**

- Sign funding agreement
- Issue loan to Bath ASU

**LEP Programmes  
Highlight Report to Commissioning Group (7 Jul 2017)**



Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LEP/GPIF/004/WCH	GPIF – Wichelstowe (Jnc 16)	Tim Mann	Swindon Borough Council	AR	AR	

**Project Description**

Major improvements to M4 junction 16 slip roads and approaches in order to support delivery of Wichelstowe housing development..

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)							
Milestone	Baseline	Forecast/Actual	<p><b>AG – Status:</b> £2.5m loan requested. There have been issues with the recipient over the complexity of the required funding agreement. A more simplified version is being looked at with discussions taking place between recipient and Ashfords. Swindon Borough Council may have other competitive sources of funding open to them.</p>							
Complete Funding Agreement	Aug 2016	TBA								
Issue Loan to Swindon Borough Council	Sept 2016	TBA								
What are we spending?										
	<b>£Ms</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Outgoing Loan</b>	1.17	1.33							
	<b>Repayment</b>					2.5				
Outgoing loan has not been issued – profile requires revision										
What have we done in the past 2 months?					What do we need to do in the next 2 months (Actions)					
<ul style="list-style-type: none"> <li>None</li> </ul>					<ul style="list-style-type: none"> <li>Determine if loan still required, and if so, what profiling looks like</li> </ul>					