

# AGENDA

## Board Meeting

**Date:** Thursday, 23 May 2019  
**Venue:** The National Self-Build and Renovation Centre, Lydiard Fields,  
 Great Western Way, Swindon, SN5 8UB  
**Time:** 9.30am – 12.30pm

Membership		Attendance
<b>Board Members:</b>	Amanda Burnside (AB) Cllr Pauline Church (PCh) Col Andrew Dawes (AD) Doug Gale (DG) John Mortimer (JM) – Chairman Alex Reed (AR) David Renard (DR) Mark Smith (MS) Peter Wragg (PW) – Deputy Chairman	Apologies
<b>Advisors to the Board:</b>	Alistair Cunningham (AC) Susie Kemp (SK)	
<b>Observers to the Board:</b>	Cllr Oliver Donachie (OD)	
<b>In Attendance:</b>	Paddy Bradley (PB) Ian Durston (ID) Head of Economy & Regeneration, Wiltshire Council Leanne Kendrick Philippa Venables (PV) Karen Leigh, BEIS Representative	Name yet to be advised  Apologies
<b>Guests:</b>	Chris Crowther – Straburg	
<b>Chairman:</b>	John Mortimer (JM)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper No.	Lead	
		<b>Private Session – Board members only</b>			
	9am	Discussion on Growing Places Infrastructure Fund (GPIF) allocations – confidentially sensitive information		MS	For approval
		<b>Board Session – open to public</b>			
1.0	9.30am	Welcome / Apologies / Conflicts of Interest		JM	

Item	Timing	Topic	Paper No.	Lead	
2.1	9.35am	Board elections	Verbal	JM	
2.2		Draft Board Minutes of 20 March 2019	Paper 2.1	JM	
2.3		<b>Matters Arising not covered in the agenda:</b> <ul style="list-style-type: none"> <li>• <b>project to develop the next phase of Porton Science Park</b> – Draft job description for project lead under development along with a plan reflecting the Board’s ambition</li> <li>• <b>Governance Framework</b> – We have a Governance Framework in operation which makes us compliant with Government requirements. Under the new incorporated Board, we will bring proposals for further development to the July meeting.</li> <li>• <b>Rail Strategy</b> – Finalising comments from all partners so presentation of final strategy delayed until July</li> </ul>		JM	
3.	9.45am	Submitted Questions	Paper 3	JM	
4.	10am	Annual Delivery Plan	Paper 4	PB	For approval
5.	10.15am	Operational Budget <ul style="list-style-type: none"> <li>• Budget plan for 2019-20</li> </ul>	Paper 5	PB	For approval
6.	10.25am	New Eastern Villages (NEV) - presentation		SK / PV	For approval
	10.50am	Comfort Break			
7.	11.05am	Local Industrial Strategy (LIS) – process to reach publication	Paper 7	PB / DS	For discussion
8.	11.25am	Business-led Cyber Capital - presentation	Paper 8	DS	For discussion
9.	12noon	Commissioning Group Project Highlight reports	Paper 9	ID	For information
10.	12.15pm	Finance and Outputs Report – Programme budgets	Paper 10	ID	For information
11.	12.20pm	SWLEP Incorporation progress report	Paper 11	PB	For information
12.1	12.25pm	<ul style="list-style-type: none"> <li>• Chairman’s update</li> </ul>	Paper 12.1	JM	For information
12.2		<ul style="list-style-type: none"> <li>• Director’s Report</li> </ul>	Paper 12.2	PB	For information



Item	Timing	Topic	Paper No.	Lead	
13.0	12.30pm	<b>AOB</b> Date of next Board meeting:  <b>Wednesday, 24 July 2019</b> Ceres Hall, The Corn Exchange, Market Place, Devizes, SN10 1BN		JM	
		<b>Future meeting dates:</b>  <b>Thursday, 26 September 2019</b> Auditorium, Aspire Business Centre, Ordnance Road, Tidworth, SP9 7QD <b>Wednesday, 27 November 2019</b> Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, Swindon, SN1 2JH			
		Meeting close			



<b>Attendance:</b>	<b>Board Members:</b> Amanda Burnside (AB) Col Andrew Dawes (AD) Doug Gale (DG) – joined meeting at 10.20am John Mortimer (JM) – Chairman Alex Reed (AR) David Renard (DR) Baroness Scott of Bybrook OBE (JS) Mark Smith (MS) Peter Wragg (PW) – Deputy Chairman	<b>Board Advisers and Observers:</b> Paddy Bradley (PB) Cllr Pauline Church (PCh) Alistair Cunningham (AC) – Ian Durston (ID) Karen Leigh, BEIS – stepped out at 9.55am and returned during the break Philippa Venables (PV)
<b>Apologies:</b>	Susie Kemp (SK) Cllr Oliver Donachie (OD) Tim Martienssen (TM) Adam Schallamach (AS)	
<b>Guest(s):</b>	Tim Dobrashian (TD), Wiltshire Council, Parvis Khansari (PK)– Wiltshire Council Leanne Kendrick (LK) - Wiltshire Council Debby Skellern (DS), SWLEP Richard Walters (RW)– Wiltshire Council	
<b>Chairman:</b>	John Mortimer	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Location:</b>	Kennett Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN	

Item	Narrative	Deadline
<b>1.0</b>	<b>Welcome / Apologies / Conflicts of Interest</b>	
	<p>The meeting opened at 9.30am and the Chairman welcomed attendees, in particular representatives from Salisbury organisations attending as members of the public. Apologies were noted.</p> <p>The Chairman advised the Board that Adam Schallamach had tendered his resignation, as his interim role in Luxemburg had been offered on a permanent basis. The Chairman offered his thanks to AS for the great support and enthusiasm shown during his time on the Board. Even whilst overseas, AS had maintained close contact and given opinion by email or telephone whenever necessary. AS had requested to maintain his involvement as a special advisor on investment decisions when required.</p> <p><b>The Board AGREED to Adam Schallamach taking on a role as an advisor for investment decisions.</b></p> <p>The Chairman updated the Board on arrangements for recruiting new directors for the Board under its new identity as an incorporated body.</p>	



Item	Narrative	Deadline
	<p>JM reminded attendees of the Conflict of Interests policy:</p> <ul style="list-style-type: none"> <li>• JM advised his Conflict with a recipient of a GPIF loan which was due to be issued shortly;</li> <li>• PW stated his Conflict regarding the LGF General Account for the Royal Artillery Museum (RAM);</li> <li>• AR stated his Conflict regarding the IoT, as Catalent was a named partner;</li> <li>• AB stated her Conflict regarding LGF3 and the ongoing projects for Wiltshire College at the Salisbury and Lackham campuses, Item 5.3;</li> <li>• Cllr Church stated her Conflict regarding potential allocation of £1.1m of funds for Salisbury, Item 5.1, as she operated a shop in the City.</li> </ul> <p>Clarification was sought on the position of Cllr Church regarding the Salisbury items. As Cllr Church was a non-voting member of the Board she would be able to take part in the discussions on matters of information.</p>	
<b>2.0</b>	<b>Review of Minutes and Matters Arising</b>	
2.1	The minutes of the Board Meeting held on 23 January 2019 were reviewed and approved.	
2.2	<p><b>Matters Arising not on the agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Incorporation - AC and SK and respective legal teams to meet with PB to ensure clarity about governance arrangements in the transition from the “old” SWLEP to the “new” SWLEP Ltd.</b> This meeting had taken place and work was on-going.</li> <li>• <b>Spending plan for additional funding – PB and AB to draft a proposal to take to the Skills &amp; Talent Subgroup for discussion on SAP vs Employment Boards.</b> Discussions had taken place at the Skills &amp; Talent Subgroup on 5 March 2019.</li> <li>• <b>Business Cases</b> – many of the Business Cases which were due to come to this meeting had been deferred. The Salisbury regeneration and Wiltshire College Salisbury campus would be discussed today.</li> </ul>	
3.0	<p><b>Submitted Questions</b></p> <p>No questions from the public had been submitted.</p>	
4.0	<b>Strategic Developments</b>	
4.1	<p><b>SWLEP Incorporation progress report</b></p> <p>PB introduced the paper and updated the meeting on the progress of the incorporation:</p> <ul style="list-style-type: none"> <li>• both legal teams had met with the SWLEP for on-going discussions;</li> <li>• every LEP in the country had to have an Accountable Body within its geographical area in order to receive funds from Government. SWLEP’s</li> </ul>	



Item	Narrative	Deadline
	<p>Accountable Body was Wiltshire Council. It provided a key role in giving assurance that the SWLEP Board was using the money legally and correctly. Swindon Borough Council was involved because of its involvement in schemes, so there were therefore three parties to the Accountable Body Agreement, Wiltshire Council, Swindon Borough Council and SWLEP;</p> <ul style="list-style-type: none"><li>• the back-office services performed by Wiltshire Council were outside this agreement;</li><li>• SWLEP Ltd would take on operational responsibility from 1 April 2019. The document was nearly finalised with the wording in red text still to be clarified and agreed. The Board was requested to give delegated responsibility to the Chair for these amendments;</li><li>• there was still a need to agree the Accountable Body charges for that function;</li><li>• Board members who had indicated that they wished to transfer to the new incorporated body as directors of SWLEP Ltd needed to be formally appointed by the founding directors, JM and PW, at the next Board Meeting, which would take place as the inaugural meeting of SWLEP Ltd;</li><li>• SWLEP Ltd needed a minimum of 14 members to operate;</li><li>• SWLEP needed to increase diversification on its Board, and government was requesting the make-up be a third of women members by 2020 and half by 2023. Informal contacts had been made by taking advantage of existing networks, but the formal recruitment process would start soon to bring an additional 4/5 members on board;</li><li>• it was hoped new members would be in post by July 2019;</li><li>• a bank account had already been set up and formal ID checks were being carried out today after the meeting;</li><li>• capital monies would stay within Wiltshire Council accounts and SWLEP Ltd would receive the revenue funding, both the operational budget to run the SWLEP and the interest generated by the Local Growth Deal and the GPIF loans capital funds;</li><li>• SWLEP Ltd would then be responsible for auditing etc;</li><li>• Wiltshire Council would check appropriate use of the capital monies and seek assurance of SWLEP management of revenue funds through knowledge of appropriate financial management systems and audit arrangements;</li><li>• currently in the process of finalising the Asset Transfer Agreement, which would transfer IP and reports etc from Wiltshire Council, and if necessary from Swindon Borough Council, to SWLEP Ltd;</li><li>• any current core staff had been recruited and employed by Wiltshire Council;</li><li>• with the incorporated status, SWLEP Ltd was looking to transfer staff across to the new company. This would mean increased costs because of pension provision etc, but the process was in train and it was hoped would be completed by July 2019;</li><li>• the meeting was advised that papers were going through Wiltshire</li></ul>	



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	<p>Council's Cabinet on Tuesday, 26 March on this matter;</p> <ul style="list-style-type: none"> <li>• this staggered approach would mean that there would be an HR charge covering the interim period and SWLEP Ltd was awaiting advice of costs;</li> <li>• the meeting was assured that there would be enough reserves in case of future redundancies; and</li> <li>• the accountancy contract had recently been awarded to Monahans.</li> </ul> <p>Clarification was sought by Wiltshire Council ahead of its Cabinet meeting of the status of SWLEP Ltd becoming a membership organisation. The meeting was advised that the Articles of Association at a previous Board Meeting gave details of the membership arrangements. The SWLEP Ltd will keep its governance procedures under review and will take stock of how effectively it is operating as part of these procedures.</p> <p>Appreciation was extended to DS for her continued hard work on these subjects and for a job well done.</p> <p><b>The SWLEP Board:</b>  <b>NOTED the progress made on SWLEP incorporation;</b>  <b>AGREED to delegate the approval of the final draft of the accountable body agreement to the SWLEP Chairman; and</b>  <b>AGREED to delegate the approval of the Accountable Body costs to the SWLEP Chairman.</b></p>	
4.2	<p><b>Governance Framework</b></p> <p>DS spoke to the paper.</p> <p>The Board was being asked at this stage just to approve the updates to the Governance Framework necessary to make the SWLEP compliant with the National Assurance Framework and so enable the Government to authorise the release of both revenue and capital funding for 2019-20.</p> <p>The newly incorporated SWLEP would then need to make further amendments to its assurance mechanisms to reflect its changed status, but these are not related to compliance with the National Assurance Framework and are not required by the end of March 2019.</p> <p>Work is underway and a further amended Governance Framework will be brought to the SWLEP Board meeting in May 2019.</p> <p>The Joint Strategic Economic Committees would continue until the next iteration of the Framework.</p> <p><b>Action: relevant attendees were asked to ensure the JSEC meetings were in their diaries in the short term.</b></p> <p><b>The SWLEP Board:</b>  <b>APPROVED the changes which have been made to the Governance Framework so that it is compliant with the National Local Growth Assurance Framework guidance (January 2019);</b>  <b>NOTED the additional work required to the Governance Framework</b></p>	<p><b>May '19</b></p> <p><b>asap</b></p>



Item	Narrative	Deadline
	<p><b>to support the operation of SWLEP Limited; and AGREED that the final version of the Governance Framework for SWLEP Limited is presented to the SWLEP Board at a future meeting and by July 2019 at the latest.</b></p>	
5.0	<p><b>Local Growth Deal</b></p>	
5.1	<p><b>South Wiltshire Recovery Plan – proposals for the reallocation of funding from the Local Growth Deal</b></p> <p>At this point, the Chairman stepped out of the room and handed chairmanship to the Deputy Chairman before returning to the Chair a few minutes later.</p> <p>TD presented to the meeting on plans for Salisbury. (Presentation attached.) SWLEP had re-allocated £1.1m from Local Growth deal funding for projects in South Wiltshire, of which £100k had already been agreed for the development of the Illuminating Salisbury project. In addition, there was a separate report on the agenda detailing proposed costing for a development project focussed on Porton Science Park.</p> <p>Further funding was now requested for:</p> <ul style="list-style-type: none"> <li>• the Fisherton Gateway project;</li> <li>• transformative transport accessibility programme; and</li> <li>• to reduce congestion on Southampton Road and the A36 college roundabout.</li> </ul> <p>The first two points were detailed below. TD showed images of how the Fisherton Gateway area currently looks and contrasted with the conceptual images of how it would look after the project had been completed, showing a more welcoming approach on arrival at the station into the City.</p> <p>As the sums requested were not for capital projects, Wiltshire Council advised that it would underwrite these sums until such time as these plans matured into capital projects. If that failed to happen, Wiltshire Council would refund the amount to SWLEP Ltd.</p> <p>After the novichok incident, there had been an opportunity to take the city to another level. The incident had brought people together, which was reflected by the number of people from Salisbury organisations at this meeting.</p> <p>The Government had recently announced the Future High Streets Fund and Wiltshire Council was keen to follow up on the opportunity this funding provided, and would shortly be submitting an Expression of Interest. SWLEP was asked to support the submission of the EoI, indicating the collaborative nature of the project. SWLEP funding would get the Council over this first phase and demonstrate its commitment to the project. This initial funding would progress the planned activity so that if successful, the projects would be in a good state to commence implementation. The necessary capital funding for implementation would come from the Government via the Future High Street fund. The Government would want quick delivery within the timeframe of the current spending plan (up to March 2021).</p>	





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	<p>In order to realise the growth in student numbers, there would need to be a step change in Salisbury to attract them to study in the City.</p> <p>There was discussion around the value of the project and what the £350k request would be used for. SWLEP monies would contribute towards the preliminary work of a detailed programme, a technical report, for example, what to do with the station forecourt and buildings, and an options review which would take the project to RIVA Stage 2. If this money were to be approved, the project would then be included in the performance management reports to the Board, overseen by Ian Durston, SWLEP Programme Manager.</p> <p>If the Council were to be successful in securing Future High Streets Funding, further aspects of the projects would go out to commission. TD indicated that if SWLEP capital funding remained unallocated, he would then seek money to advance further the Salisbury projects.</p> <p>PK explained the issues to be addressed to transform residents' and visitors access to Salisbury City Centre.</p> <p>The Board needed to be engaged in prioritisation of the projects and ID was charged with drafting the spending plan for this money.</p> <p>It was commented that doing a thorough piece of initial work was very important to the overall success of any project and this was noted.</p> <p><b>The SWLEP Board:</b>  <b>APPROVED £0.300m for the development of the Fisherton Gateway project, and indicative support for further funding subject to availability and progress;</b>  <b>APPROVED £0.250m to develop a transformative transport accessibility programme to encourage residents and businesses to shop and spend their time and money in Salisbury and therefore support business activity and employment; on the understanding that Wiltshire Council would underwrite the projects until such time as they matured into capital projects.</b></p> <ul style="list-style-type: none"> <li>• to reduce congestion on Southampton Road and the A36 college roundabout.</li> </ul> <p>PK spoke to the meeting and explained that the Southampton Road and college roundabout was currently the biggest pinch point in the county. This road was managed by Highways England (HE) and was the only trunk road to go through an historic city in the country and the congestion was choking the city's economy. Highways England was reviewing this area only from a housing allocation stand point and Wiltshire Council wanted to remove the traffic pressure. Agreement with HE was needed to improve the economy of the City and the SWLEP contribution would highlight the economic issue for Salisbury.</p> <p>The comment was made that HE was not short of funding to develop this project, but that it needed to be moved further up its list of priorities.</p> <p>The general opinion of the Board was that it would want to assist Wiltshire</p>	



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	<p>Council in getting action from Highways England on this road, but wanted a firm commitment from Highways England that it would make this a serious consideration before the Board allocated any funds to coming up with a proposal for the scheme.</p> <p><b>Action: Wiltshire Council and SWLEP to meet with Highways England to reinforce the importance of this scheme.</b></p> <p><b>Action: bring discussions back to the Board in May.</b></p> <p><b>The Board:</b> <b>AGREED in principle to support proposals to develop options to reduce congestion on Southampton Road and the A36 college roundabout contingent on Highways England's willingness to work with Wiltshire Council and requested the Council to report back to the May Board meeting, following meeting with Highways England.</b></p>	<p><b>April '19</b> <b>23/05/19</b></p>
<p><b>5.2</b></p>	<p><b>Project to develop the next phase of Porton Science Park</b></p> <p>RW presented to the meeting. (Presentation attached.) There had always been the intention to develop the Science Park further, but concept development had paused because of the two incidents in South Wiltshire last year.</p> <p>The Defence Science and Technology Laboratory (Dstl) was growing and investing very heavily in the campus, although Public Health England (PHE) would be relocating to Harlow in 2024, Wiltshire Council was working on re-purposing the asset, particularly for those staff who did not want to relocate, as Health &amp; Life Sciences would be a core activity at Porton for the long-term. The size of the site and its potential for expansion was shown, considering road infrastructure and carparking. There was even a dis-used rail station close to the site which could come back into use and serve both Porton and Boscombe. Businesses in Phase I of the Science Park were growing so rapidly that there was concern that they could move out of the county if no grow-on space was developed. There were separate on-going discussions with colleagues at Boscombe, but the whole area was a world-class asset.</p> <p>It was proposed that a Joint Venture be established to move the project forward and it was crucial to involve the partners, like Dstl etc, to offer a superior level of security. The private sector needed to take this forward. Employing a Delivery Director to bring other companies onto the site was essential, but there was discussion on the terms of the contract, as it was felt that with a world-class asset the recruitment search should be extended internationally, and the salary level needed to be attractive enough to interest a person of the right calibre – a base salary with a bonus scheme should be considered.</p> <p>AC advised the meeting that the Science Park's income projection for 2019 / 2020 was £368k gross and that forecast 2021 net income, based on current growth levels, was £100k. The Board fully supported the direction of travel and the concept of further development at Porton, but requested the proposers revert with a more-detailed proposal, including projections of revenue, a job description and person specification, before deciding on the amount of funds</p>	



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	<p>to allocate.</p> <p>The LGF allocation of £1.1m to South Wiltshire projects was under pressure as more projects could come forward, so the decision was made to ring-fence the £145k request while the proposal was being drafted.</p> <p><b>The SWLEP Board:</b> <b>AGREED to reserve a capital allocation of a minimum of £145k to fund the development of a business case for the creation of a world class research facility at Porton Down.</b></p> <p><b>Action: PB and AC to work together to decide how that would be written.</b></p>	
5.3	<p><b>Wiltshire College Salisbury Campus Business Case – updated following procurement of building contract</b></p> <p>ID spoke to the paper. The Full Business Case (FBC) could be accessed on the SWLEP website by using the link below.</p> <p><a href="https://swlep.co.uk/docs/default-source/programmes/local-growth-fund-igf/full-business-cases/wiltshire-college-salisbury-campus---phase-1/fbc-wiltshire-college-salisbury-phase-2.docx?sfvrsn=4de6e6f3_2">https://swlep.co.uk/docs/default-source/programmes/local-growth-fund-igf/full-business-cases/wiltshire-college-salisbury-campus---phase-1/fbc-wiltshire-college-salisbury-phase-2.docx?sfvrsn=4de6e6f3_2</a></p> <p>When the papers had been published, the report from the Independent Technical Assessor (ITA) had not been available. This report had now been received with a satisfactory evaluation, requiring a couple of minor additions cited below. The College was asked to:</p> <ul style="list-style-type: none"> <li>• add cashflow charts to the Finance section; and</li> <li>• establish a plan to monitor the outputs when learners come on board.</li> </ul> <p>Work would start on site in May 2019.</p> <p><b>The SWLEP Board:</b> <b>APPROVED the FBC to enable the contractor to commence on site in May 2019.</b></p>	
5.4	<p><b>Commissioning Group Project Highlight Reports</b></p> <p>ID spoke to the paper and advised that the link to the individual highlight reports was on the SWLEP website, but he would in particular be speaking about the focus projects.</p> <p><b>Chippenham Station Hub</b></p> <p><b>Phase 5 and 1a</b> – development work underway on the forecourt and northern access lift.</p> <p><b>Phase 2</b> – Sadler’s Mead Car Park submission had gone to the Strategic Planning Committee meeting on 20 March and approval had been granted. The project was therefore in a position to proceed with Phase 2, issuing the tender for the work with construction to start in October 2019.</p> <p><b>Phases 3 and 4</b> - carparking in to North and South of the railway. A contractor had appraised the site and concluded that it would be very difficult to use a</p>	



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	<p>modular approach as it was such a long and narrow strip of land, and car parking to the South of the station would have traffic implications. The funding therefore would be used to develop a bus turnaround area and cycle storage in the North and make use of the Bath Road site for car parking, which would also include retail and office facilities. There would also be a bus service to link the Bath Road site to the station. This would take the pressure off station car parking. Detailed proposals would come back to the Board.</p> <p>There was debate on whether this was an appropriate area to be used as a station car park, given the distance from the station, particularly at night. There was a need to maximise parking potential on the rail site and to ensure all possible options had been investigated. Concerns were expressed that GWR was abdicating responsibility for providing additional parking around the station. All concerns were noted.</p> <p><b>Action: ID to bring options back to next meeting.</b></p> <p><b>Yarnbrook / West Ashton</b> Funding had been awarded to the project from the Housing Infrastructure Fund, but the discussions between Wiltshire Council and Homes England to conclude the arrangements had not been completed. The grant assigned was “recoverable” grant funding, which meant reinvesting in other housing in the area. The legal teams were in ongoing discussions with the developer, Persimmon, about this. Previously, construction was expected to start in April 2019, but design work was still to be done by the contractor, so construction would now start in May next year.</p> <p><b>Salisbury Central car park and The Maltings</b> The Outline Business Case (OBC) had been scheduled to come to this Board Meeting, but was now programmed for July, as technical discussions were ongoing with the ITA on land values. The planning submission for Plot 1 area (gym, restaurants and library) would go to the Strategic Planning Committee in April and, depending on the outcome, construction could start in summer 2019. The Masterplan Plot 3 would go to the Committee in June, with construction due to start in the summer of 2020, if consent were given.</p> <p>The meeting was told that the plans had not been supported by Salisbury City Council and PCh explained that the principle objections had been about core policy, one of which was the rule that a building was recommended to be under 40ft in order to maintain sight line to the Cathedral. The building in the plan was over that height at 49ft. Wiltshire Council’s Team was working with the architect to mitigate this and the Salisbury Masterplan would be in the public domain before the Committee date. The Chairman noted that objections were obviously being considered and addressed.</p> <p><b>Swindon Bus Boulevard</b> The OBC had been scheduled to come to this Board Meeting, but was now</p>	<p><b>May ‘19</b></p> <p><b>July ‘19</b></p>



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	<p>coming forward for July, as SBC was still in discussion with the ITA. Preparation work was progressing, such as moving the BT cable, and a bid was about to be submitted to the Future High Streets Fund for the funding gap of £22m.</p> <p><b>Southern Connector Road (SCR)</b> The Housing Infrastructure Fund (HIF) application was being submitted on Friday, 22 March 2019, which aimed to close the funding gap on this project. The Business Case was currently being reviewed by DfT. The timescales were very tight and discussions were underway with DfT regarding the deadline of March 2021. ID confirmed that the Board would have full access to the DfT's review when available.</p> <p><b>A420 Gablecross</b> Work was progressing on land acquisition, but negotiations with Sainsbury's were taking longer than expected owing to drainage issues. The milestones had therefore slipped slightly.</p> <p><b>Wichelstowe Southern Access</b> The procurement process was currently in train. A contractor would be appointed in April 2019 for construction to be completed by March 2021.</p> <p>Outside LGF projects, ID also mentioned:</p> <ul style="list-style-type: none"> <li>• Royal Artillery Museum (RAM) – the first procurement exercise had produced only one submission, so a second tender exercise would be carried out in order to ensure an appropriate value for money comparison could take place. There had been some Board changes at RAM, so the second procurement exercise would be overseen by different board members.</li> </ul> <p>ID also mentioned projects which were now completed, these being:</p> <ul style="list-style-type: none"> <li>• A350 dualling; and</li> <li>• LGF Sustainable Transport with additional cycle routes around Swindon.</li> </ul> <p>Questions were raised by Board Members that the focus projects did not appear to be moving forward at all, for example, the Yarnbrook / West Ashton project was a year behind what had been said in previous Highlight reports. ID explained that these projects had been placed on the "focus" list because of their complicated nature and potential delays. Hence, why discussions were being held with DfT with regard to the New Eastern Villages retained schemes and with GWR and Network Rail for the Chippenham Station Hub. All schemes were aware of the funding deadline of March 2021.</p> <p><b>Action: ID to give a detailed look at focus projects for next board meeting.</b></p> <p>The Chairman urged the scheme promoters to stress to their teams</p>	<p><b>July '19</b></p>

Item	Narrative	Deadline
	<p>the importance of hitting the milestones / deadlines. He reminded members that the SWLEP had the mechanism to re-allocate the funding from its LGD projects if there were compelling evidence that the project would not complete in time.</p> <p><b>The Board:</b> <b>AGREED that the highlight reports were an accurate representation of the current status of all LGF projects.</b></p>	
5.5	<p><b>Finance and Outputs Report – Programme budgets</b></p> <p>ID spoke to the paper. The current forecast underspend figures had increased by £1.4m since the January Board Meeting, so there was a spending curve to climb and meant SWLEP was £16.51m behind profile this year. The question was raised as to how SWLEP compared to other LEPs in this regard and whether there were any benchmarks. This information was not publicly available, but this year's Annual Performance Reviews had been more focussed on delivery, which therefore also reflected Government's concern.</p> <p>ID also advised of an additional item for the paper which was the Summary of the Outputs. This information was that supplied to BEIS.</p> <p><b>The Board:</b> <b>APPROVED the paper as an accurate summary of the current LGF financial position.</b></p>	
6.0	<p><b>SWLEP Core Activity</b></p>	
6.1	<ul style="list-style-type: none"> <li>• <b>Chairman's update</b></li> </ul> <p>The list of meetings the Chairman had attended since the last meeting was in the published Board pack. No additional questions were raised.</p> <ul style="list-style-type: none"> <li>• <b>Director's Report</b></li> </ul> <p>6.2 The activities were listed in the published Board pack. No additional questions were raised.</p> <p><b>The Board:</b> <b>NOTED the contents of the Chairman's and Director's reports.</b></p> <p>In addition, the Chairman mentioned the situation regarding Honda's intention to close its Swindon plant, which was announced on 19 February 2019. The Secretary of State for Business Energy and Industrial Strategy, Greg Clark, had quickly established a Task Force and SBC and SWLEP were now heavily involved in the process, with support from Wiltshire Council including providing lessons learned from the Salisbury experience.</p> <p>The focus was on trying to persuade Honda to stay in Swindon, but if this was unsuccessful, the groundwork for different scenarios was being prepared.</p>	
7.0	<p><b>AOB</b></p> <p>None</p>	



Item	Narrative	Deadline
	<b>Date of next meeting / Closing remarks</b>	
	<p>The next meeting was scheduled for Thursday, 23 May 2019 at The National Self-build and Renovation Centre, Lydiard Fields, Great Western Way, Swindon, SN5 8UB.</p> <p>The Chairman advised that he would not be attending the meeting, but that the Deputy Chairman would be available to take the meeting.</p>	
	<p><b>Future Meetings</b></p> <p><b>Wednesday, 24 July 2019</b> Ceres Hall, The Corn Exchange, Market Place, Devizes, SN10 1BN</p> <p><b>Thursday, 26 September 2019</b> Auditorium, Aspire Business Centre, Ordnance Road, Tidworth, SP9 7QD</p> <p><b>Wednesday, 27 November 2019</b> Committee Room 6, Civic Offices, Swindon Borough Council, Euclid Street, SNI 2JH</p> <p><b>Year 2020, all locations to be confirmed</b>            Wednesday, 22 January 2020            Wednesday, 25 March 2020            Thursday, 21 May 2020            Wednesday, 22 July 2020            Wednesday, 23 September 2020            Wednesday, 25 December 2020</p>	
	<b>Close of Public Meeting at 12.40pm.</b>	

# South Wiltshire Recovery Programme

20<sup>th</sup> March 2019

Tom Dobrashian,  
Interim Programme Director

## overview

- ▶ South Wilts Recovery
- ▶ High Street Eol
- ▶ Vision
- ▶ Projects



## What is the Future South Wiltshire Programme

- ▶ Following the incident on 4<sup>th</sup> March 2018, there has been a significant impact on the communities of Salisbury and Amesbury, both in terms of well-being and economic vitality.
- ▶ The long-term programme aims to deliver a **step change in the economic vitality of the area, as well as safeguarding and enhancing community wellbeing**
- ▶ Projects were developed from the Recovery Process, partner input or pre-existed
- ▶ These now form part of a coherent programme of change
- ▶ Seeking to build on opportunities such as the Future High Street Fund

## What is the Future South Wiltshire Programme

The programme will deliver projects that align with the following themes:

- ▶ Economic Growth
  - ▶ Infrastructure
  - ▶ Cultural
  - ▶ Tourism
  - ▶ Community & Wellbeing
- 
- ▶ The pillars report to an Operations Board. This Board comprises strategic delivery partners in Salisbury and Amesbury - the Local Enterprise Partnership, VisitWiltshire, Wiltshire Creative, the City and Town Council
  - ▶ The Operations Board is responsible to Wiltshire Council's Cabinet as the Accountable Body for the funding from Government.
  - ▶ In addition, the Operations Board reports in to the South Wiltshire Economic Task Force, chaired by John Glen MP. This board provides political and strategic oversight
  - ▶ A small Programme team supports the Operations Board and Pillar Chairs

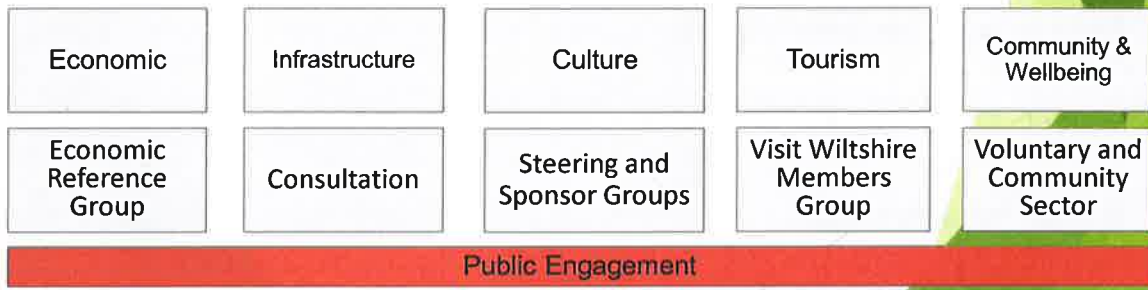
## Operational Reporting:

The Operations Board liaises with BEIS, lead Government Department for Recovery. The ministerial champion is Lord Henley

**Wiltshire Cabinet**  
Lead Member: Cllr Pauline Church

**South Wiltshire Economic Task Force**  
Chair: John Glen MP

**Operations Board**  
Members: Wiltshire Council, Swindon and Wiltshire Local Enterprise Partnership, Visit Wiltshire, Wiltshire Creative, Salisbury City Council, Amesbury Town Council



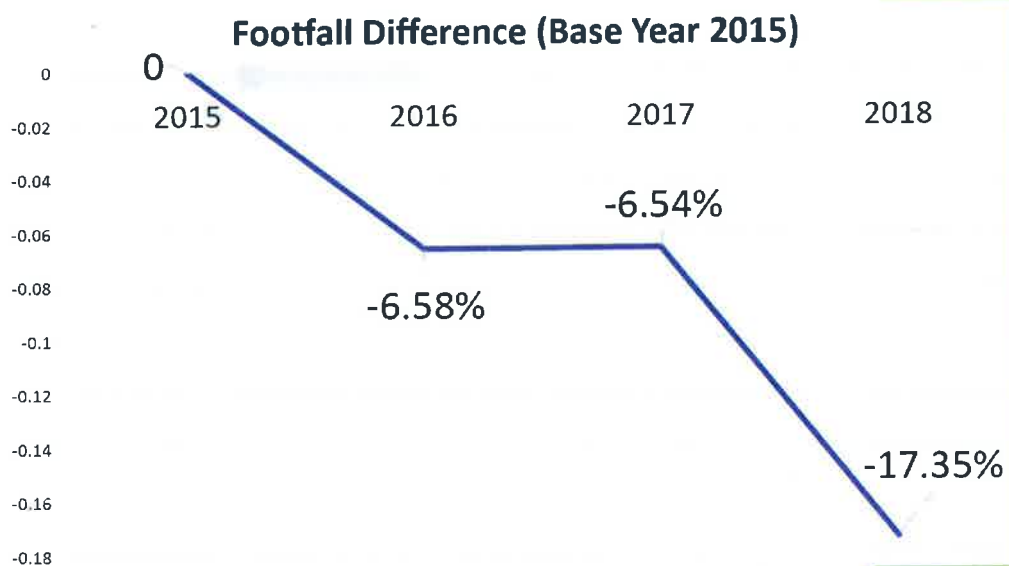
## The Projects



## High Street EoI - Key messages

- Salisbury's City Centre retail & high street offer is under threat.
- Salisbury's 'high street' is central to the South Wilts Economy
- High Street Fund is tremendous opportunity
- Engagement has been strong
- Vision - seeking change
- SWLEP funding vital.

Our retail & high street offer is under pressure.



### Salisbury 'high Street' is a driver of Economic Growth

- SCC high street has over significant jobs in retail and hospitality/leisure which are at risk
- Salisbury is already a tourist attraction and provides Wiltshire a key anchor alongside Stonehenge for attracting visitors
- Future prosperity linked to Boscombe and Science Park will need Salisbury to attract employers and employees to South Wiltshire.
- Salisbury has the opportunity itself to support growth.

### High street fund tremendous opportunity

- The 'recovery' economic programme has the high street as a focus.
- High street funding announced in Dec '18 - Eol by March 22<sup>nd</sup>.
- Wiltshire Council is working with partners on Expression of Interest
- If we are successful then project funding could come through in the summer.
- SWLEP support vital - funding and alignment.

## Strategic ambition: 4 themes

1. Ensure a great experience of the high street
2. Tourist destination
3. Bring young people into the city
4. Support businesses growth.

## Projects

- ▶ 1. Station Quarter
- ▶ 2. Fisherton City Gateway
- ▶ 3. Heritage high street living
- ▶ 4. Artisan Arcade: live/make/sell space + river frontage
- ▶ 5. Transport projects: accessibility and way-finding
- ▶ 6. Illuminating Salisbury, a major new tourist attraction
- ▶ ( and Maltings)



## Proposals to develop the next phase of the Porton Science Park

Richard Walters  
Wiltshire Council



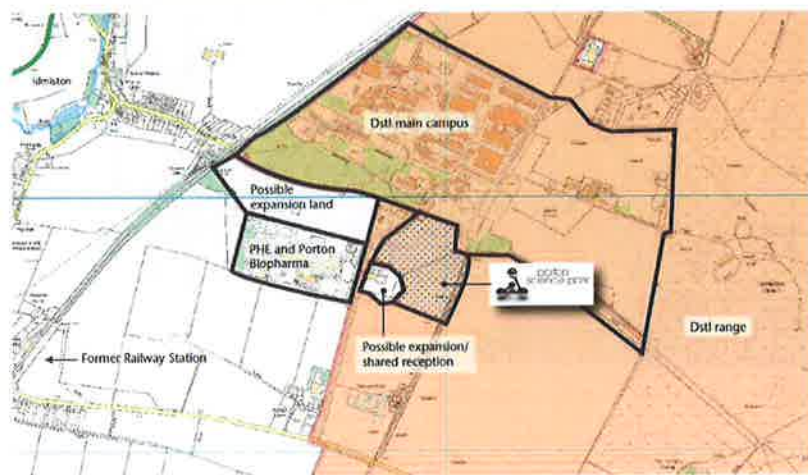
Porton Science Park opened last year, and is now home to fourteen companies with 139 members of staff.

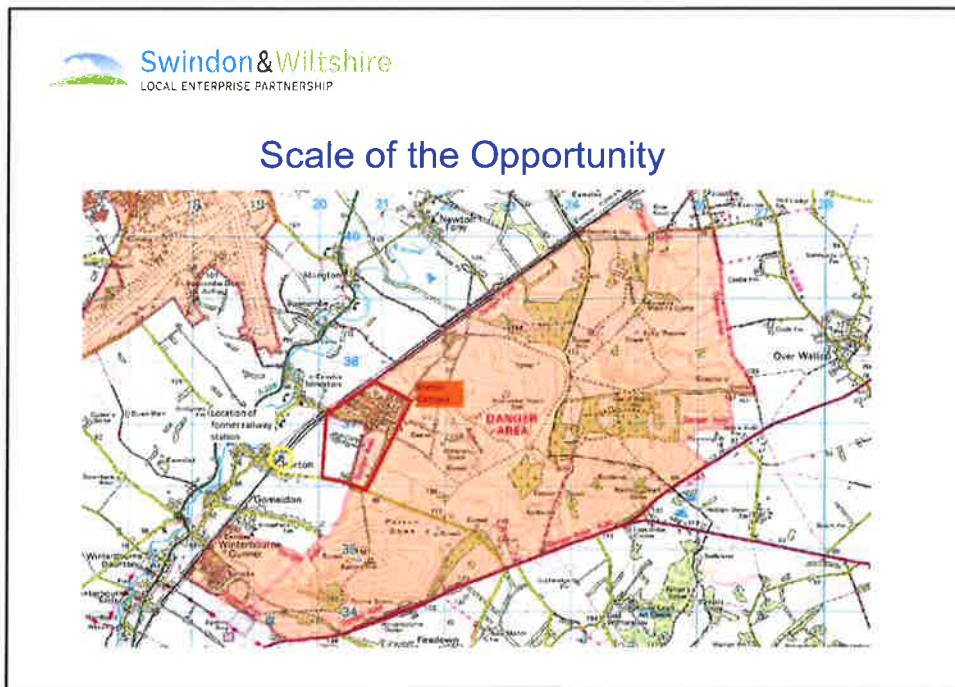




## Current Status

- Porton Campus in a period of transition
- Major investment & change underway
- Science Park – Phase 1 – very successful
- Campus – wide approach proposed
- Business Plan in development






## Scale of the Opportunity











## Project Partners

 <b>Ministry of Defence</b>	 <b>Home Office</b>	 <b>Department of Health &amp; Social Care</b>	 <b>swindonwiltshire</b>	 <b>Wiltshire Council</b>
<p><b>MOD</b></p> <ul style="list-style-type: none"> <li>• Dstl - executive agency sponsored by MOD</li> <li>• Ploughshare innovations technology transfer organisation for the MOD</li> </ul>	<p><b>Home Office</b></p> <ul style="list-style-type: none"> <li>• CAST (Centre for Applied Science and Technology, Civilian Defence Research) merges with Dstl in April 2018</li> </ul>	<p><b>Department of Health</b></p> <ul style="list-style-type: none"> <li>• Public Health England - executive agency sponsored by DOH</li> <li>• Owns Porton Biopharma Ltd, pharmaceutical manufacturer</li> </ul>	<p><b>SWLEP</b></p> <ul style="list-style-type: none"> <li>• Co-ordinator of Local Industrial Strategy with BEIS</li> <li>• Local Growth Funding / ERDF towards delivery of phase 3 of the science park.</li> </ul>	<p><b>Wiltshire Council</b></p> <ul style="list-style-type: none"> <li>• Controls Science Park</li> <li>• 1200 year lease from Dstl</li> <li>• Operates Porton Science incubator</li> </ul>



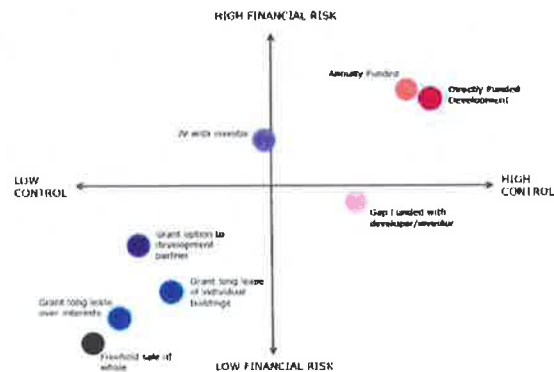








## Science Park – Delivery Model

- Currently Council-led
- Long lease from dstl
- Direct control – has ensured delivery in initial stages
- Future approaches
  - Private sector investment
  - Control vs risk
  - Spectrum of options – that transfer risk and control to varying degrees
  - Joint Ventures – provide a balance

### MODELS FOR LOCALLY BASED STAKEHOLDERS IN PROGRESSING INVESTMENT AND DEVELOPMENT



## Campus Delivery Oversight

- Whole Campus approach required
- Delivery of Science Park – next phases
- Managing masterplan
  - Dstl / PBL growth plans
  - PHE transition / repurposing
  - Science Park
- Addressing infrastructure needs
  - Water, electricity
  - HNDU heat network
- Synergies with wider South Wiltshire Growth Opportunities

## Way Forward

- Working with Campus Partners – scope role and appoint Delivery Director for Porton Campus to;
  - Refresh business plan and delivery process for Porton Science Park
  - Take forward of next phases
  - Develop Campus masterplan and drive opportunities with campus partners
  - Address and resolve campus infrastructure capacity issues
  - Establish marketing strategy and promote Science Park & wider campus opportunities

# Questions





**Intentionally left blank – questions received from members of the public will be circulated at the meeting**



<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Annual Delivery Plan		
<b>Attachments:</b>			
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	3

<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. The SWLEP maintains a Delivery Plan to track progress of its activity, expenditure and performance against intended outcomes.
- 1.2. There is a requirement this year to send a copy of the plan, with Board approval to the Cities and Local Growth Unit (CLGU).

**2. Summary**

- 2.1. The report summarises the structure of the SWLEP’s Annual Delivery Plan, provides an example of its content and describes the arrangements by which the Board will be kept informed of progress.
- 2.2. This is the first year that all LEPs will be providing Government and the LEP Network with details of planned activity and output metrics.

**3. Recommendations**

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. approve the approach taken to construct the Annual Delivery plan;
- 3.2. receive reports each quarter on the progress of implementation of the plan and programme performance; and
- 3.3. receive an annual summary in March 2020 with a Delivery Plan for 2020-21 seeking Board approval.



#### **4. Detail**

- 4.1. Set within the context of our strategic priorities, the Delivery Plan covers the planned activity for each of the SWLEP's programmes, expenditure, milestones and anticipated output metrics. The programmes are the:
  - 4.1.1. Local Growth Deal capital projects;
  - 4.1.2. Higher Futures;
  - 4.1.3. Growth Hub;
  - 4.1.4. Careers Hub;
  - 4.1.5. Inward Investment;
  - 4.1.6. Export;
  - 4.1.7. Growing Places Infrastructure Fund; and
  - 4.1.8. Marketing and Communications.
  
- 4.2. In addition, the plan includes strategic activity concerning:
  - 4.2.1. developing the SWLEP's Local Industrial Strategy;
  - 4.2.2. establishing SWLEP as an incorporated body and operating as a not-for-profit company limited by guarantee; and
  - 4.2.3. evolving our Governance Framework.
  
- 4.3. For the first time, all LEPs will provide information to the LEP Network and onwards to the CLGU to develop a national understanding of intended action and actual outputs.
  
- 4.4. Appendix I provides an example of the SWLEP's planning using an extract from the Delivery Plan for the Local Growth Deal.
  
- 4.5. On a quarterly basis, commencing July 2019, the Board will receive a progress report on implementation, including financial and operational performance.

#### **5. Appendices**

- 5.1. **Appendix I- SWLEP Annual Delivery Plan – Local Growth Deal**

## SWLEP Annual Delivery Plan – Local Growth Deal

### SWLEP Annual Delivery Plan 2019-20

Programme	Programme Responsibility	Activity	Activity Responsibility	Key Delivery Milestones				Apr 2020-Mar 2021	Planned Expenditure 2019/20	Planned Expenditure 2020/21	SWLEP Governance Link	Outcome	
				Apr - June 2019	July - Sept 2019	Oct - Dec 2019	Jan - March 2020						
Local Growth Deal	Ian Durston	Chippenham Station Hub	Rory Bowen (Rory Bowen)	Phase 2 Planning obtained.		Phase 2 construction starts		Phase 2 construction completes. Phase 1b construction completes.	£5,000,000	£9,180,000	Assurance Framework	50 Houses (Direct) 400 Jobs (Direct) 80 Jobs (Indirect) 4,000 sqm Employment Space 200 car park spaces	
		A350 Yarnbrook/West Ashton	Martin Aldam (Rory Bowen)	Design Consultant appointed.		Completion of detailed design. FBC sign off by LEP Board.		Construction Start. Construction complete.	£2,000,000	£2,995,700	Assurance Framework	2,600 Houses 147 Jobs 14.7 Ha Employment Land 2.5Km New Road	
		The Maltings	Richard Walters (Rory Bowen)	Start on Site (Phase 1)					Construction completion (Plots 1, 2 and 4)	£4,000,000	£90,000	Assurance Framework	620 Jobs 200 Houses
		Ultra Fast Broadband	Sarah Cosentino (Rory Bowen)	Complete review of installation sites.					Installation completion.	£1,000,000	£0	Assurance Framework	2,184 Jobs
		Wichelstowe Southern Access	Tim Mann (Philippa Venables)	Procurement complete. Detailed design start.	Detailed design complete. Construction start.				Construction complete.	£10,000,000	£12,190,000	Assurance Framework	2,000 Houses 75 Jobs (Direct) 3,879 Jobs (Indirect) 13 Ha Employment Land
		Swindon Bus Boulevard	Lynsey Turner (Philippa Venables)	OBC sign off by LEP Board. Planning obtained. Detailed design started.			Detailed design complete.		Procurement complete. Construction start.	£1,000,000	£1,117,900	Assurance Framework	450 Houses
		Swindon Rapid Transit	James Jackson (Philippa Venables)		Phase 1 construction complete. Phase 3 preliminary	Phase 2 detailed design completion.	Phase 2 construction start. Phase 3 detailed design complete.		Phase 2 construction completion. Phase 3 construction start and complete.	£5,130,000	£0	Assurance Framework	Journey time improvements
		NEV- White Hart Junction	Robert Sweetnam (Philippa Venables)	Preliminary Design complete.	Procurement complete. Construction start.				Construction complete.	£12,100,000	£14,500,000	Assurance Framework	3,425 Houses 1,622 Jobs (Indirect) 16.2 Ha Employment Land
		NEV - Southern Connector Rd	Tom Campbell (Philippa Venables)	Procurement complete. Detailed design start.		Detailed design complete. Construction start.			Construction complete.	£5,800,000	£5,800,000	Assurance Framework	2,127 Houses 1,063 Jobs (Indirect) 10.6 Ha Employment Land
		NEV - A420 Gable Cross	Robert Sweetnam (Philippa Venables)	Procurement complete. Detailed design start.	Detailed design complete. Construction start.				Construction complete.	£3,356,000	£203,000	Assurance Framework	11 Jobs 562 Houses 2.8 Ha Employment Land
		NEV - West A419 (Pckge 2)	Tom Campbell (Philippa Venables)	Procurement complete. Detailed design start.		Detailed design complete.	Construction start.		Construction complete.	£500,000	£1,400,000	Assurance Framework	6 Jobs 296 Houses 1.5 Ha Employment Land
		Wiltshire College - Salisbury	Adrian Ford	Refurbishment completion. New Build design completion.	New Build construction start.				New Build construction completion.	£4,830,000	£5,480,000	Assurance Framework	190 Jobs 5,000 sqm Learning Space 1,930 New Learners
		Wiltshire College - Lackham	Adrian Ford	Planning submitted.		Procurement complete.	Construction start.		Construction complete.	£1,569,000	£4,531,000	Assurance Framework	190 Jobs 4,000 sqm Learning Space 1,800 New Learners 4,000 sqm Learning Space
		Royal Artillery Museum	Martin Harvey	Procurement complete.	Construction start.			Construction complete.		£1,350,000	£0	Assurance Framework	100 Jobs 1 Ha Employment Land
Swindon Museum & Art Gallery	Philippa Venables		Report complete.					£200,000	£0	Assurance Framework	TBA		



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	SWLEP Budget 2019-20		
<b>Attachments:</b>			
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	5

<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. The report enables the newly incorporated body to authorise the expenditure plans shown in the 2019-20 budget.

## 2. Summary

- 2.1. The budget covers all programmes of revenue income and expenditure and the position of the capital budget for the Growing Places Infrastructure Fund loan account. The Board is requested to agree the proposed budget.
- 2.2. The £1.1m allocated to the South Wiltshire Development Plan is a capital fund. The Board is requested to agree that a sum of £50k is allocated to revenue based projects, provided that the Accountable Body agrees to a capital for revenue swap.

## 3. Recommendations

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. Approve the 2019-20 SWLEP budget; and
- 3.2. Approve the allocation of £50,000 funding, converted from the £1.1m capital allocation made to South Wiltshire, to support the following projects:
- 3.2.1. support for the implementation of the Salisbury Brand Positioning plan (£10,000);
- 3.2.2. sponsorship of the Business Tent at the National Armed Forces Day (£20,000); and



3.2.3. support to develop an appraisal of capital projects emerging from the Salisbury Cultural Development Strategy (£20,000).

#### **4. Detail**

- 4.1. The budget plan is shown in Appendix I.
- 4.2. The budget includes the limited capital budget the SWLEP allocates through the Growing Places Infrastructure Fund (GPIF) and a range of revenue-based programmes.
- 4.3. The overall picture is a total revenue income of £2,403,089 and an anticipated expenditure of £1,978,864, leading to an end of year balance of £424, 225. In 2018-19, the carry-forward was £142, 617.
- 4.4. During the course of the year, the income from GPIF loans is likely to increase as we plan to issue more loans during 2019-20. There is also interest to be added from the Local Growth Deal capital budget. This extra income is likely to be at least £50,000.
- 4.5. We are keeping under close scrutiny the new set of operating costs for SWLEP Ltd, including increased costs for pension provision and VAT payments, for which we are now liable.
- 4.6. The Board has allocated £1.1m from the Local Growth Deal capital fund to the South Wiltshire Development Plan. The Director has asked the Accountable Body to authorise a relatively small capital for revenue swap to enable more flexible use of this money. To support further events which are aimed to increase the economic performance of the area, the Board is requested to approve an allocation of £50,000 (capital for revenue swap) towards three projects.
  - 4.6.1. On the 28 June, the National Armed Forces Day takes place in Salisbury. The events continue over the next couple of days. The SWLEP has an opportunity to reach a wider audience by sponsoring the Business Tent at a cost of £20,000.
  - 4.6.2. There has been extensive work amongst partners and led by Visit Wiltshire to prepare a new brand positioning for Salisbury. The SWLEP has been closely involved in the development of the ideas. The Board is requested to approve an allocation of £10,000 to support the implementation plan for the brand positioning strategy.
  - 4.6.3. Wiltshire Creative is leading the work to develop a Cultural Development Strategy for Salisbury. The Board is requested to make provision for an allocation up to £20,000 to support the development an appraisal of capital projects emerging from the Salisbury Cultural Development Strategy.

#### **5. Appendices**

##### **5.1. Appendix I- SWLEP Annual Budget 2019-20**



<b>Board Report - SWLEP CAPITAL 2019/2020</b>	<b>2019-20 Budget</b>	<b>2019-20 Actual</b>	<b>Variance</b>
<i>Growing Places Capital</i>			
<b>Balance b/f 2018/2019</b>	<b>£7,197,002</b>	£7,197,002	£0
Loan Repayment - Woods	£419,670	£0	£419,670
<b>Total Income</b>	<b>£7,616,672</b>	<b>£7,197,002</b>	<b>£419,670</b>
Recycling Technologies	£885,433	£0	£885,433
Our Wilton	£1,000,000	£0	£1,000,000
Salisbury/South Wiltshire Businesses	£500,000	£0	£500,000
Longleat	£2,000,000		
<b>Total Expenditure</b>	<b>£4,385,433</b>	£0	£2,385,433
<b>Balance Growing Places Capital</b>	<b>£3,231,239</b>	<b>£7,197,002</b>	<b>£1,965,763</b>
<i>Board Report - SWLEP REVENUE 2019/2020</i>			
<i>Growing Places Revenue</i>			
<b>Balance b/f 2018/2019</b>	<b>£410,816</b>	£410,816	£0
Interest from Loan - Woods	£43,716	£0	£43,716
Interest from Loan - Recycling Technologies	£58,148	£0	£58,148
Interest from Loan - Our Wilton	£35,137	£0	£35,137
<b>Total Income</b>	<b>£547,817</b>	<b>£410,816</b>	<b>£137,001</b>
Consultants	£25,000	£0	£25,000
Legal Fees	£25,000	£0	£25,000
Match funding for EU Inward Investment Project	£111,000		£111,000
Strategic Investment Manager and other staff time	£93,991	£0	£93,991
<b>Total Expenditure</b>	<b>£254,991</b>	£0	£254,991
<b>Balance Growing Places Revenue</b>	<b>£292,826</b>	<b>£410,816</b>	<b>£117,990</b>
<i>Higher Futures</i>			
<b>Balance b/f 2018/2019</b>	<b>£281,735</b>	£281,735	£0
Staffing	£222,240	£0	£222,240
Staff Development	£6,600	£0	£6,600
Marketing & Communications	£25,000	£0	£25,000
<b>Total Expenditure</b>	<b>£253,840</b>	£0	£253,840
<b>Balance Higher Futures</b>	<b>£27,895</b>	<b>£281,735</b>	<b>£253,840</b>
<i>Growth Hub</i>			
<b>Balance b/f 2018/2019</b>	<b>£0</b>	£0	£0
<b>Total Income</b>	<b>£205,000</b>	<b>£0</b>	<b>£205,000</b>
Staffing	£78,000	£0	£78,000
Staff Development	£3,000	£0	£3,000
Marketing & Communications	£18,000	£0	£18,000
Events	£24,000	£0	£24,000
Growth Hub	£82,000	£0	£82,000
<b>Total Expenditure</b>	<b>£205,000</b>	£0	£205,000
<b>Balance Growth Hub</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>



<b>Board Report - SWLEP REVENUE 2019/2020</b>	<b>2019-20 Budget</b>	<b>2019-20 Actual</b>	<b>Variance</b>
<b>Careers &amp; Enterprise</b>			
<b>Balance b/f 2018/2019</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total Income</b>	<b>£215,000</b>	<b>£0</b>	<b>£215,000</b>
Staffing	£75,000	£0	£75,000
Careers Hub	£60,000	£0	£60,000
C&EC 2 years school funding	£80,000	£0	£80,000
<b>Total Expenditure</b>	<b>£215,000</b>	<b>£0</b>	<b>£215,000</b>
<b>Balance Careers &amp; Enterprise</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>BEIS Energy Support</b>			
<b>Balance b/f 2018/2019</b>	<b>£5,920</b>	<b>£5,920</b>	<b>£0</b>
<b>Total Income</b>	<b>£5,920</b>	<b>£5,920</b>	<b>£0</b>
Developing Local Energy Strategy	£0	£0	£0
<b>Total Expenditure</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Balance BEIS Energy Support</b>	<b>£5,920</b>	<b>£5,920</b>	<b>£0</b>
<b>Skills Advisory Panel</b>			
<b>Balance b/f 2018/2019</b>	<b>£75,000</b>	<b>£75,000</b>	<b>£0</b>
<b>Total Income</b>	<b>£75,000</b>	<b>£75,000</b>	<b>£0</b>
Skills Advisory Panel	£36,000	£0	£36,000
Staffing	£22,200	£0	£22,200
Data & Software Licence	£10,000	£0	£10,000
Marketing & Communications	£6,800	£0	£6,800
<b>Total Expenditure</b>	<b>£75,000</b>	<b>£0</b>	<b>£75,000</b>
<b>Balance Skills Analysis Panel</b>	<b>£0</b>	<b>£75,000</b>	<b>£75,000</b>
<b>BEIS LEP Additional Capacity Funding 2018-19</b>			
<b>Balance b/f 2018/2019</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£0</b>
<b>Total Income</b>	<b>£200,000</b>	<b>£200,000</b>	<b>£0</b>
Staffing	£76,000	£0	£76,000
Legal & Consultancy	£27,500	£0	£27,500
Local Industrial Strategy	£96,500	£0	£96,500
<b>Total Expenditure</b>	<b>£200,000</b>	<b>£0</b>	<b>£200,000</b>
<b>Balance Additional Capacity Funding 18-19</b>	<b>£0</b>	<b>£200,000</b>	<b>£200,000</b>
<b>BEIS LEP Additional Capacity Funding 2019-20</b>			
<b>Balance b/f 2018/2019</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total Income</b>	<b>£200,000</b>	<b>£0</b>	<b>£200,000</b>
Premises Costs	£60,000	£0	£60,000
Incorporation Costs	£82,000	£0	£82,000
Developing Local Energy Strategy	£38,000	£0	£38,000
Careers Hub	£20,000	£0	£20,000
<b>Total Expenditure</b>	<b>£200,000</b>	<b>£0</b>	<b>£200,000</b>
<b>Balance Additional Capacity Funding 19-20</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>



<b>Board Report - SWLEP REVENUE 2019/2020</b>	<b>2019-20 Budget</b>	<b>2019-20 Actual</b>	<b>Variance</b>
<b>SWLEP General Account</b>			
Balance b/f 2018/2019	£142,617	£142,617	£0
BIS Core Funding 19/20	£250,000	£0	£250,000
Capacity Funding 19/20	£250,000	£0	£250,000
Business Community Event Sponsorship	£30,000	£0	£30,000
Interest 2019/2020		£0	£0
<b>Total Income</b>	<b>£672,617</b>	<b>£142,617</b>	<b>£530,000</b>
<b>Governance</b>			
Board Expenses	£29,500	£0	£29,500
Accountable Body Charge	£50,000	£0	£50,000
WC Charge for Services	£20,833	£0	£20,833
<b>Administration</b>			
SWLEP Staffing	£420,000	£0	£420,000
Travel	£7,700	£0	£7,700
Room Hire	£4,800	£0	£4,800
<b>Communications/Marketing</b>			
Marketing & Communications	£35,000	£0	£35,000
<b>Projects</b>			
LEP Network	£7,200	£0	£7,200
<b>Total Expenditure</b>	<b>£575,033</b>	<b>£0</b>	<b>£575,033</b>
<b>Balance SWLEP General Account</b>	<b>£97,584</b>	<b>£142,617</b>	<b>£45,033</b>
<b>TOTAL SWLEP REVENUE INCOME</b>	<b>£2,403,089</b>	<b>£1,116,088</b>	<b>£1,287,001</b>
<b>TOTAL SWLEP REVENUE EXPENDITURE</b>	<b>£1,978,864</b>	<b>£0</b>	<b>£1,978,864</b>
<b>TOTAL SWLEP REVENUE BALANCE</b>	<b>£424,225</b>	<b>£1,116,088</b>	<b>£691,863</b>



# **New Eastern Villages (NEV)**

## **Presentation**



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Local Industrial Strategy: process to publication		
<b>Attachments:</b>			
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	6

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

1.1. All LEPs are required to produce a Local Industrial Strategy (LIS) by March 2020. This report is one of a number to the Board on the process the SWLEP is undertaking to fulfil its responsibilities to produce a local industrial strategy which reflects fully our place.

**2. Summary**

- 2.1. The report provides an update on the stages involved in producing our local industrial strategy, how it is being resourced and the timeline to comply with Government aims. The aim of the process is to derive a robust set of priorities based on a clear audit trail of evidence. The priorities will address the breadth of needs within the economy and the “Big Ideas” in order to achieve productivity improvement and inclusive growth.
- 2.2. The report provides reassurance of a strong process and the engagement of the Board is particularly sought in relation to the development of the content of the Local Industrial Strategy (the “What” rather than the “How”).

**3. Recommendations**

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

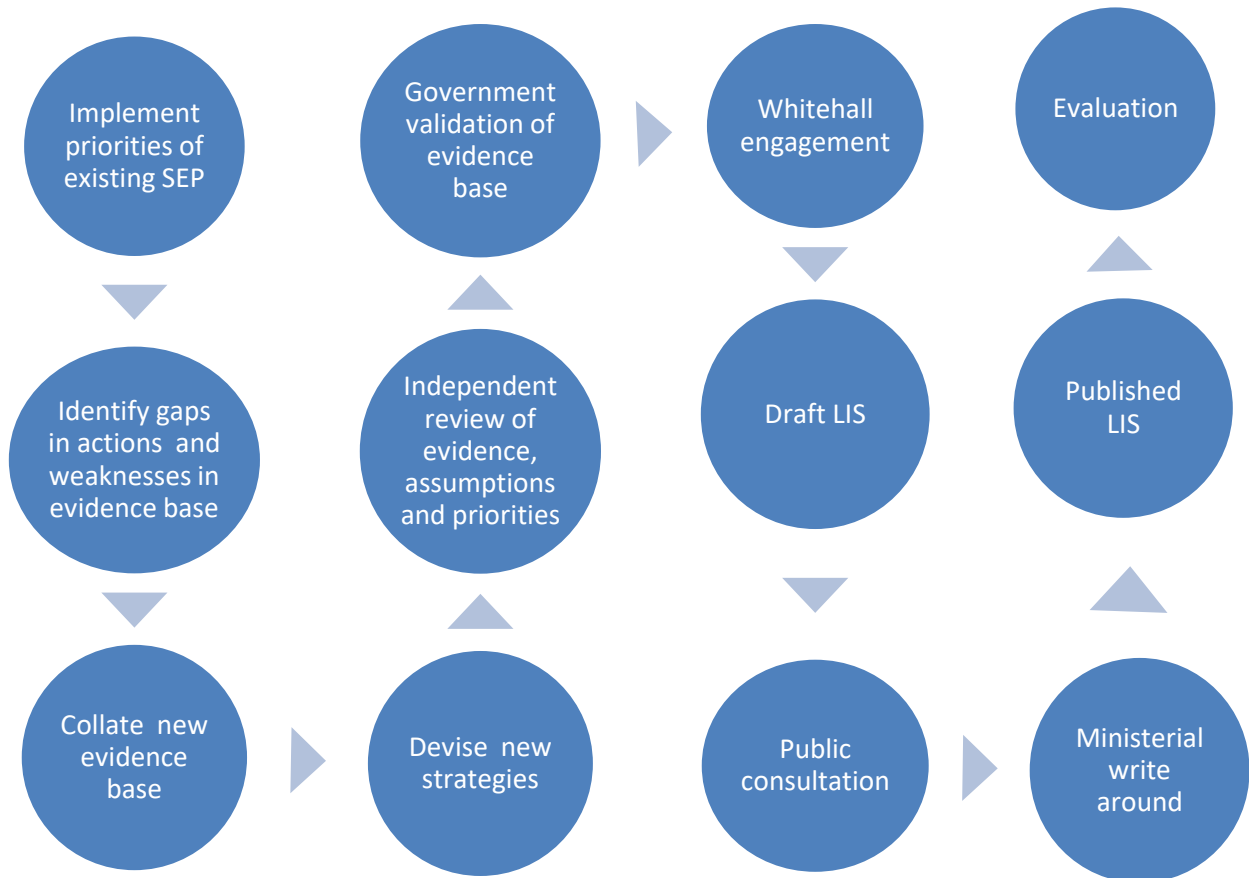
- 3.1. note the plan to produce the Local Industrial Strategy for Swindon and Wiltshire.



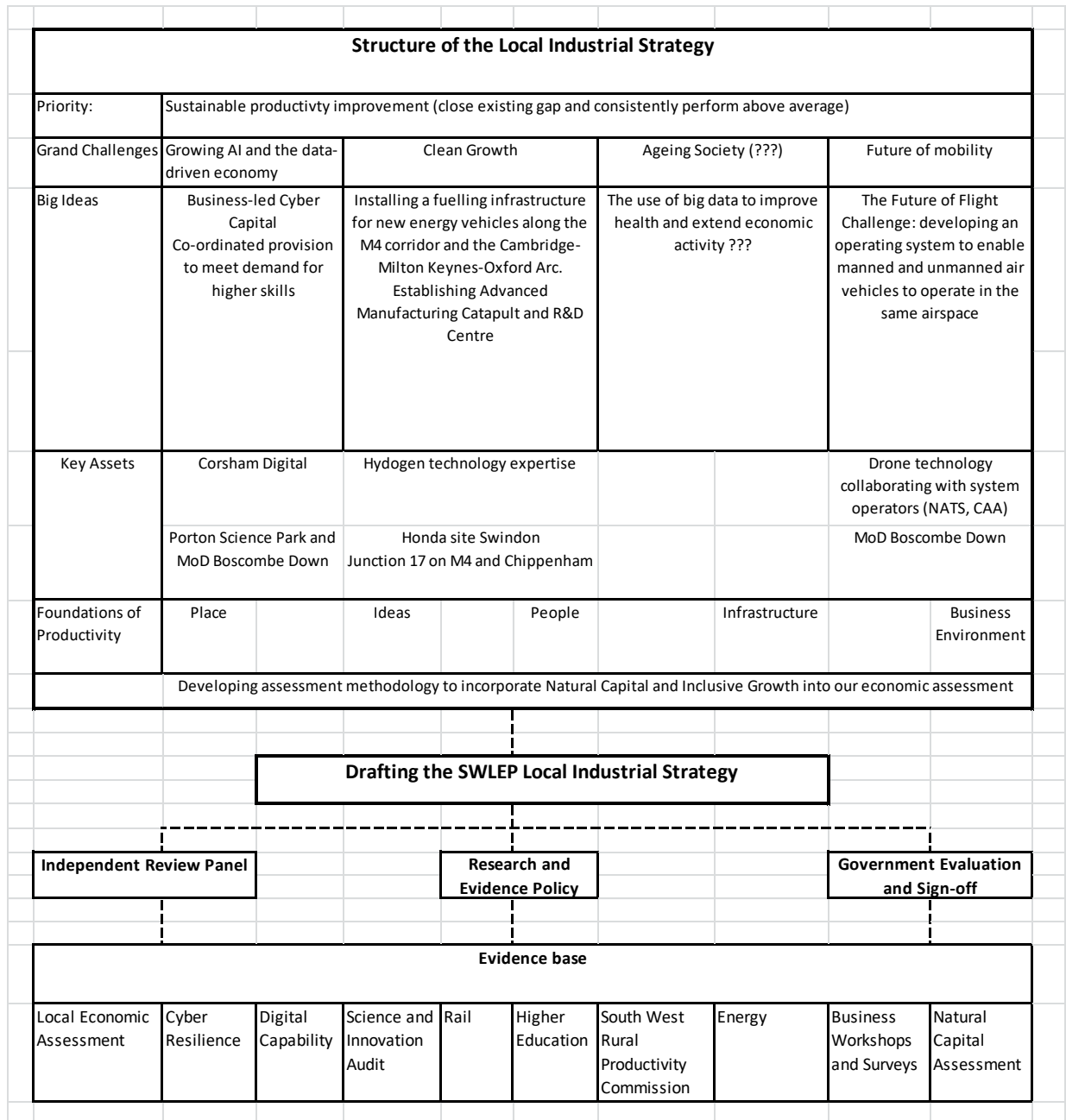


#### 4. Detail

4.1. The stages of the LIS development are summarised in the diagram below, which provides an overview of the whole process.



4.2. The final diagram below shows the overall structure we are working to in order to produce a place specific local industrial strategy. That structure is not definitive at the moment and subject to flexing according to the outcomes of our evidence review and consultation process.



**Milestones**

4.3. The timeline showing the activity currently underway is set out below. The timeline takes us through to March 2020 for final publication. We are working on a plan to publish by the end of 2019/January 2020.



<b>Activity</b>	<b>Milestone Dates</b>	<b>Reports to SWLEP Board</b>
Working Group LIS meetings	15 May 2019 9 July 2019 9 September 2019 15 October 2019 12 November 2019 11 December 2019	May 2019 July 2019 September 2019 n.a. November 2019 January 2019
Independent review panels	3 May 2019 June/July 2019 September 2019 December 2019	May 2019 July 2019 September 2019 January 2019
LIS Manager and Research and Evidence Team join	June 2019	Not applicable
SOBCs – Cyber and Big Data	July 2019	July 2019
SOBCs – New energy vehicle infrastructure and Hydrogen	September 2019	September 2019
SOBCs – Swindon, Salisbury and South Wiltshire Un-manned drones regulatory test bed	November 2019	November 2019
SOBC – Business led multi campus university?	?	?
Additional research and evidence completed	September 2019	Not applicable
Skills Toolkit completed	October 2019	Not applicable
Skills Plan	November 2019	November 2019
Draft LIS	November 2019	November 2019
Consultation	November/December 2019	January 2020
Final draft LIS	January 2020	January 2020
Sign off Government	31 March 2020	March 2020

4.4. An important element of the work is to seek an independent review of the evidence amassed, the assumptions made and the priorities which are determined. We have engaged a very well qualified panel of academic experts to carry out this work. Its programme is listed below:



Panel	Indicative content – additional content to be added as the LIS develops
Early May	<ul style="list-style-type: none"><li>• Review of evidence, assumptions and importance assigned to proposals part 1:<ul style="list-style-type: none"><li>○ Cyber Science and Innovation Audit;</li><li>○ Digital Capabilities Strategy;</li><li>○ South West Science and Innovation Audit</li><li>○ Energy Strategy;</li><li>○ Economic Assessment 2018</li></ul></li> <li>• Review of evidence, assumptions and importance attached to the ‘big ideas’<ul style="list-style-type: none"><li>○ Swindon and Wiltshire as a business cyber capital</li><li>○ Big data environment to support healthcare advances and early intervention to enable people to work for longer</li><li>○ The development and installation of new-energy vehicle re-fuelling infrastructure along the M4 corridor, from London to South Wales and the Oxford to Cambridge expressway (including the A420), offering both hydrogen and electric vehicle charging points. This could include a research and development/test facility.</li><li>○ The use of hydrogen as an alternative source of clean energy for both commercial and domestic use.</li></ul></li> <li>• Practical methods and advice from Panel Members to SWLEP on performing specific analysis for the LIS<ul style="list-style-type: none"><li>○ Capturing the extent of Swindon and Wiltshire’s productivity challenge and responding to it at a finer spatial scale.</li><li>○ How to reflect inclusive growth and the skills implications from the evidence discussed in the panel session.</li></ul></li></ul>



Panel	Indicative content – additional content to be added as the LIS develops
July	<ul style="list-style-type: none"> <li>• Review of evidence, assumptions and importance assigned to proposals part 2 – the foundations of productivity</li> <li>• Review of engagement activity to develop the evidence base</li> <li>• Review of emerging priorities and balance</li> <li>• Practical methods and advice from Panel Members to SWLEP on performing specific analysis for the LIS               <ul style="list-style-type: none"> <li>○ Capturing the value of Natural Capital within the LIS and how much significance should be placed on it?</li> <li>○ How to reflect inclusive growth and the skills implications from the evidence discussed in the panel session (part 2)</li> </ul> </li> </ul>
Mid-September	<ul style="list-style-type: none"> <li>• SAP Toolkit evidence base and the People Pillar</li> <li>• Review of emerging LIS structure</li> <li>• Review of consultation and engagement plans leading up to publication of the LIS</li> <li>• Review of inclusive growth and skills implications recommendations from the panel</li> </ul>
Mid-December	<ul style="list-style-type: none"> <li>• Review of consultation draft and response to consultation responses</li> <li>• Review of the robustness of the audit trail linking evidence to assumptions to priorities to planned publication text of the LIS</li> <li>• Review of the Independent Panel process</li> <li>• Summary report to the Board</li> <li>• Review final draft of LIS before submission to SWLEP Board (Jan 2020) and Government (March 2020).</li> </ul>



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Swindon and Wiltshire as a business-led cyber capital		
<b>Attachments:</b>	None		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	1

<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 is supplementary to the presentation made to the SWLEP Board by Straburg. It seeks the Board’s approval for the development of a strategic outline business case to be developed for Swindon and Wiltshire to become a business cyber capital as part of the work undertaken to develop the local industrial strategy.

### 2. Summary

- 2.1. This opportunity has arisen from the work undertaken by SWLEP jointly with GFirst, The Marches and Worcestershire LEPs to produce the cyber science and innovation audit. Discussions held by the LIS Independent Review Panel on 3 May also indicated that there was the evidence to support opportunities to be developed by the four LEPs working collaboratively in the cyber field.
- 2.2. Two workshops (held on 2 May in Corsham and on 14 May at Porton Science Park) have been held with around thirty cyber businesses and organisations to discuss the opportunity for Swindon and Wiltshire to become a business cyber capital. Output from these workshops also indicates that there are opportunities for development in the cyber field. Additional work is therefore recommended to produce a strategic outline business case to refine the focus of such a development.

### 3. Recommendations

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. Approve the production of a strategic outline business case for Swindon and Wiltshire to become a business cyber capital.



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Highlight Reports		
<b>Attachments:</b>	None		
<b>Author:</b>	Ian Durston	<b>Total no of sheets:</b> (inc cover sheet)	15

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

Highlight reports on the status of each LGF project (and other SWLEP projects) are presented to the SWLEP Board in order to communicate the status of all projects and to demonstrate that projects are being managed in line with the SWLEP Assurance Framework. The highlight reports produced for each project that have been reviewed and approved by the SWLEP Commissioning Group. Copies of the individual highlight reports can be found on the SWLEP website by clicking on the ‘SWLEP Project Summary Report’ icon at the top of the page on the following link:

<https://swlep.co.uk/projects>

## 2. Summary

The following projects have been identified by the Steer Davies Gleave review as ‘focus’ projects, warranting specific attention in this summary:

### **Chippenham Station Hub**

RAG rating remains at Amber/Red.

Initial development work is underway on the Phase 5 (Station Forecourt) and Phase 1b (Northern Access Lift).

For Phase 2 (Sadlers Mead Car Park), the planning application was approved by the Strategic Planning Committee on 20 March. The tender package for detailed design and build contractors has been issued.

The Wiltshire Council team are in the process of developing potential packages of work for the northern side of the railway (bus turn-around area and cycle facilities) and Bath Rd site (car parking). Options will be available for June 2019.

### **A350 Yarnbrook / West Ashton**

RAG rating remains at Red.

Homes England (Housing Infrastructure Fund) has advised that 'recoverable' grant funding will be appropriate for this project. Negotiations are in progress between Wiltshire Council, Persimmon and Homes England to implement this. An update on the outcome of the negotiations is expected imminently.

### **Salisbury Central Car Park and Maltings**

RAG rating has deteriorated from Green to Amber Green.

An Outline Business Case is being developed, and will be submitted for the July Board Meeting. Consultation is taking place on the planning for plot 1 (hotel, restaurant, gym and library on British Heart Foundation site). The planning application will be considered at the June 2019 Strategic Planning Committee.

### **Swindon Bus Boulevard**

RAG rating remains at Amber/Red.

Work is progressing to the latest plan (BT diversion has started on site). However, for the overall project (that is, not LGF element), estimated costs have increased. Also, all non LGF funding (£22m) is dependent on a bid to the Future High Street Fund.

### **Southern Connector Rd**

RAG rating remains at red.

The Housing Infrastructure Fund application business case was submitted on 22 March 2019. In parallel, the Outline Business Case is being reviewed by the Department for Transport. Land assembly is on the critical path for the project and is still work in progress.

Given that HIF funding is still outstanding and that Land Assembly is not yet complete, Swindon Borough Council has decided to postpone the procurement so this can be carried out when these items are more certain. This will add three months to the timescales of the project.

However, whilst a resulting re-profiling of forecast spend will be necessary (to be submitted to July Commissioning Group), Swindon Borough Council is still

forecasting to complete all LGF spend by March 2021. It has made DfT aware of this situation and DfT is comfortable with the status.

### **A420/Gablecross**

RAG rating deteriorated from Amber/Red to Red.

Land acquisition is still in progress which has caused a further slip to the design and procurement milestones for the project.

The Outline Business Case is being developed in conjunction with discussions with the SWLEP Independent Technical Advisor and DfT. A date for its submission to the SWLEP Board is being determined.

### **Wichelstowe Southern Access**

RAG rating remains at Amber/Green.

The procurement process for the project is in progress with a contractor forecast to be appointed by shortly. Construction is on track for completion by March 2021.

Highlight Reports are available for all other projects. The following figures summarise the status across all of the projects:

- nine LGF projects have completed;
- there are 15 live LGF projects covered by the highlight reports;
- one project is rated GREEN;
- five projects are rated AMBER GREEN;
- three projects are rated AMBER RED;
- six projects are rated RED;
- one project has improved its RAG rating since the last report, and five have deteriorated.

### **3. Recommendations**

The Board is recommended to approve that the highlight reports are an accurate representation of the current status of all LGF projects.

**Local Growth Fund – Focus Projects**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1617/004/CSH	Chippenham Station Hub	WC	AR	AR	Initial development work is underway on Phase 5 (Station Forecourt) and Phase 1b (Northern Access Lift). Phase 2 planning application has been approved and tender issued. Work being carried out to investigate possible approach to bus turnaround and cycle facilities to north of station and car parking at Bath Rd.
LGF/1617/009/YWA	A350 Yarnbrook/ West Ashton	WC	R	R	Negotiations are in progress between Wiltshire Council, Persimmon and Homes England to implement recoverable HIF grant. Construction start now May 2020.
LGF/1718/003/CCPM	The Maltings (Salisbury)	WC	G	AG	An Outline Business Case is being developed for approval in July 2019. Planning submission for plot 1 is to be considered at June 2019 Strategic Planning Committee.
LGF/1617/008/SBX	Swindon Bus Boulevard	SBC	AR	AR	Work is progressing to latest plan. Costs for overall project have increased and need to be sourced from Future High St Fund bid (£22m).
LGF/1516/003/EV (iv)	New Eastern Villages Southern Connector Road	SBC	R	R	Housing Infrastructure Fund application in progress (business case submitted in March 2019). Land assembly in progress. As a result, procurement postponed by 3 months. DfT aware and comfortable.
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross	SBC	AR	R	Land acquisition is still in progress causing a slip to design and procurement milestones. OBC being developed.
LGF/1617/002/WI	Wichelstowe Southern Access	SBC	AG	AG	The procurement process for the project is in progress with a contractor forecast to be appointed shortly. Construction is on track for completion by March 2021.

<b>Local Growth Fund (Growth Deals 1 and 2)</b>					
<b>Project Ref</b>	<b>Project Name</b>	<b>Lead Delivery Partner</b>	<b>Previous</b>	<b>Current</b>	<b>Notes</b>
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	Complete	Complete	
LGF/1617/001/A350	A350 Dualling Bypass (Badger – Brook + Chequers)	WC	Complete	Complete	
LGF/1617/007/MH	Mansion House (Corsham)	WC	Complete	Complete	
LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	WC	Complete	Complete	
LGF/1617/009/UFB	Ultra Fast Broadband	WC	AG	AG	Build paused in some areas while review undertaken of sites to be included following the wider deployment of Superfast in the area prior to this project. Conclusion due in May 2019. Build continues in unaffected areas.
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	Complete	Complete	
LGF/1617/003/SRT	Swindon Rapid Transit	SBC	G	AG	Construction work on all elements of Wichelstowe phase in progress or complete (small delay to Mannington). Development

					work in progress on North Swindon and NEV schemes.
LGF/1617/006/JNC16	M4 Junction 16	SBC	<b>Complete</b>	<b>Complete</b>	
LGF/1617/010/SPHC	Royal Artillery Museum	WC	<b>AG</b>	<b>R</b>	Timescales being reviewed as result of waiting for land allocation conformation and the decision to re-procure for construction contractor.
LGF/1617/011/SMAG	Swindon Museum and Art Gallery	SBC			Scoping work in progress. No Highlight Report submitted to date.

<b>Local Growth Fund (Growth Deal 3)</b>					
<b>Project Ref</b>	<b>Project Name</b>	<b>Lead Delivery Partner</b>	<b>Previous</b>	<b>Current</b>	<b>Notes</b>
LGf/1718/001/WCS	Wiltshire College - Salisbury	Wiltshire College	<b>AG</b>	<b>AG</b>	Refurbishment work (contract 1) due to complete shortly. New build (contract 2) contractor appointed - construction due to start shortly (ceremony on 17 <sup>th</sup> May).
LGf/1718/002/WCL	Wiltshire College - Lackham	Wiltshire College	<b>G</b>	<b>G</b>	Stage 2 design work awarded to AWW and underway. Planning applications submitted and construction tenders underway.

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			Project no longer LGF funded.
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout (Package 1)	SBC	<b>Complete</b>	<b>Complete</b>	
LGF/1516/003/EV (iib)	New Eastern Villages -West of A419 (Package 2)	SBC	<b>G</b>	<b>R</b>	Work progressing on business case. Cost estimate increased by £0.81m – mitigation being explored.



Department for Transport - Retained					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/003/EV (v)	New Eastern Villages White Hart Junction	SBC	R	AR	Legal opinion states scheme is Permitted Development so no planning application is required. Review of schedule required.
LGF/1516/003/EV (vi)	New Eastern Villages Business Case	SBC	R	R	OBC being reviewed by DfT.

**City Deal**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/006/CD	Higher Futures	WC & SBC	AG	AG	Target numbers of learners remain a challenge – increasing but behind profile. 624 L4 + Learners achieved to date.

**Careers and Enterprise Company (CEC)**

Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network & Careers Hub	WC & SBC	G	G	57 schools/colleges & 55 Enterprise Advisers engaged. Focussed on getting schools/colleges to assess their careers provision against the Gatsby benchmarks. Network coverage is 100% of mainstream schools and colleges.

**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	G	G	Currently focussing on development of telephone triage service and face to face service. An outline bid for ERDF funding for further face to face support (inc. Start Up, delivered by Outset and Scale Up, delivered by Set Squared) has been successful. Full application being developed.

<b>Growing Places Infrastructure Fund (GPIF)</b>					
<b>Project Ref</b>	<b>Project Name</b>	<b>Lead Delivery Partner</b>	<b>Previous</b>	<b>Current</b>	<b>Notes</b>
LEP/GPIF/001/CAS	GPIF – Castledown Business Park	WC	<b>Complete</b>	<b>Complete</b>	£2.54m loan now repaid.
LEP/GPIF/002/WG	GPIF – Woods Group	Woods Group	<b>G</b>	<b>G</b>	£1,279,235 loan in place with repayment to SWLEP by end March 2021.
LEP/GPIF/003/RT	GPIF – Recycling Technologies	Recycling Technologies	<b>G</b>	<b>G</b>	£1,035,433 loan in place with repayment to SWLEP by December 2021
LEP/GPIF/004/OW	GPIF – Our Wilton	Our Wilton	<b>G</b>	<b>G</b>	£1,250,000 loan in place with repayment to SWLEP by December 2021




## 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:

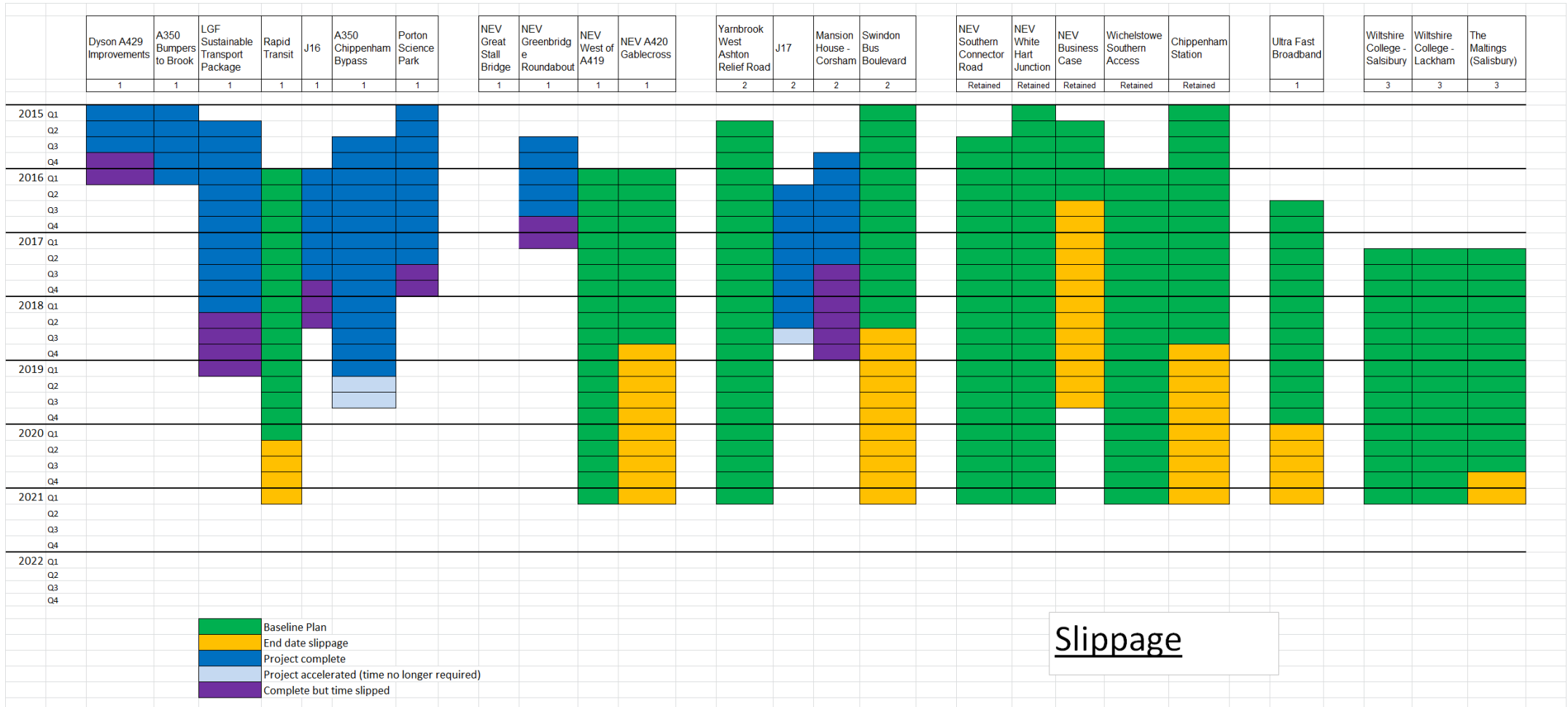
- **GREEN:** Project considered being on track, to time, quality and cost.
- **AMBER-GREEN:** Project considered at risk of minor to medium impacts on time, scope and/or cost – requires small mitigating action.
- **AMBER-RED:** Project considered at risk of medium to major impacts on time, scope and/or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





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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	LGF Finance and Outputs Summary		
<b>Attachments:</b>	None		
<b>Author:</b>	Ian Durston	<b>Total no of sheets: (inc cover sheet)</b>	13

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

This paper summarises the current financial status across the various streams of LGF funding. It also now includes a summary of the outputs from the LGF projects.

## 2. Summary

For LGF projects, the underspend situation continues – that is, while the total project spend requirement is the same, the project is not spending the grant money as quickly as originally forecast. The underspend figure at the end of 2018/19 financial year was £19.8m. This has increased by £3.3m since the March 2019 Board Meeting, mainly due to The Maltings and Wiltshire College, Lackham projects not meeting their forecast spend levels.

All projects still forecast that all LGF money will be spent by March 2021.

However, the Commissioning Group has requested that the Delivery Performance Team look at the risk of spend beyond March 2019 across projects, and whether funding should be transferred to alternative schemes at a programme level now. Transfer of funding to the GPIF programme is also being investigated.

New Eastern Villages projects are behind their LGF profiled spend, and with significant spend required in the final two years (19/20 and 20/21) of the LGF timescales. Discussions are being held with the Department for Transport to discuss this situation.

Due to quarterly reporting cycles, output figures are as reported at the March 2019 Board Meeting. Updated figures will be available for the July 2019 Board Meeting.





### **3. Recommendations**

To approve this paper as an accurate summary of the current LGF financial and output position.

#### 4. LGF Finance Summary

##### 4.1 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
- Chippenham Station Hub

###### 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)

- Royal Artillery Museum
- Swindon Museum and Art Gallery
- Ultra Fast Broadband
- Salisbury Recovery

###### Growth Deal Round 3

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

4.2 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). Forecast figures for years in the past have been made the same as actual figures. Forecast figures for 19/20 and 20/21 are currently being confirmed by Wiltshire Council and Swindon Borough Council, so figures shown are subject to change. A quarterly breakdown for 19/20 is also being developed by each Local Authority (as per TBAs). 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.

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

- 4.4 The total underspend against the grant profile (that is, while the total project spend requirement is the same, the project is not spending the grant money as quickly as originally forecast) at the end of 2018/19 was £19.8m.
- 4.5 This has increased by £3.3m since the March 2019 Board Meeting, mainly due to The Maltings and Wiltshire College, Lackham projects not meeting their forecast spend levels.
- 4.6 The projects with a significant contribution to the overall underspend situation are Swindon Bus Boulevard, Swindon Rapid Transit, The Maltings and Chippenham Station Hub due to initial delays in progress. The two museum projects and the Wiltshire College projects are also contributors (though these are due to profiling issues rather than delays to the projects).
- 4.7 Currently, all projects still forecast that all LGF money will be spent by March 2021.
- 4.8 However, the Commissioning Group has requested that the Delivery Performance Team look at the risk of spend beyond March 2019 across projects, and whether funding should be transferred to alternative schemes at a programme level now. Transfer of funding to the GPIF programme is also being investigated.
- 4.9 £1.1m of LGF funding is now available for the Salisbury and South Wiltshire area. £100,000 of this money has been allocated to the Illuminating Salisbury project, £300,000 to the Fisherton St Gateway project and £250,000 to the City Centre Transport Improvement project. Discussions are progressing with Wiltshire Council on allocations for the remaining money.
- 4.10 It should be noted that BEIS has awarded £89,630 of grant over and above the forecast profiling of all projects. How this money is to be used is to be determined.

**Table 1**

	15/16	16/17	17/18	18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Total 19/20	20/21	TOTAL
<b>A350 Bumpers Farm - COMPLETE</b>	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
<b>A429 Malmesbury - COMPLETE</b>	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
<b>Porton Science Park - COMPLETE</b>	Original Grant Request	4,000,000									4,000,000
	Forecast Profile Spend	0	1,862,200	2,137,800							4,000,000
	Actual Spend to Date	0	1,862,200	2,137,800							4,000,000
<b>A350 West Ashton/Yarnbrook</b>	Original Grant Request								2,900,000	2,600,000	5,500,000
	Forecast Profile Spend	0	117,300	0	3,000	TBA	TBA	TBA	2,384,000	2,995,700	5,500,000
	Actual Spend to Date	0	117,300	0	3,000						120,300
<b>M4 Junction 17 - COMPLETE</b>	Original Grant Request									500,000	500,000
	Forecast Profile Spend	0	140,400	359,600							500,000
	Actual Spend to Date	0	140,400	359,600							500,000
<b>Corsham Mansion House</b>	Original Grant Request		1,900,000	600,000							2,500,000
	Forecast Profile Spend	26,200	155,500	373,300	1,800,685	TBA	TBA	TBA	144,315		2,500,000
	Actual Spend to Date	26,200	155,500	373,300	1,800,685						2,355,685
<b>A350 Dualling Chippenham Bypass - COMPLETE</b>	Original Grant Request			2,370,000	2,370,000				2,360,000		7,100,000
	Forecast Profile Spend	0	667,000	2,863,400	3,569,600						7,100,000
	Actual Spend to Date	0	667,000	2,863,400	3,569,600						7,100,000
<b>Ultra Fast Broadband</b>	Original Grant Request			1,000,000							1,000,000
	Forecast Profile Spend	0	0	0	0	TBA	TBA	TBA	500,000	500,000	1,000,000
	Actual Spend to Date	0	0	0	0						0
<b>Royal Artillery Museum</b>	Original Grant Request			425,000	925,000						1,350,000
	Forecast Profile Spend	0	0	0	0	TBA	TBA	TBA	1,000,000	350,000	1,350,000
	Actual Spend to Date	0	0	0	0						0
<b>Swindon Museum and Art Gallery</b>	Original Grant Request			250,000							250,000
	Forecast Profile Spend	0	0	0	0	TBA	TBA	TBA	250,000		250,000
	Actual Spend to Date	0	0	0	0						0
<b>LGF Sustainable Transport (LSTF) - COMPLETE</b>	Original Grant Request	1,250,000	1,250,000	1,250,000							3,750,000
	Forecast Profile Spend	1,226,800	1,086,000	941,200	496,000						3,750,000
	Actual Spend to Date	1,226,800	1,086,000	941,200	496,000						3,750,000
<b>M4 Junction 16 - COMPLETE</b>	Original Grant Request		6,080,000	2,960,000						-3,120,000	5,920,000
	Forecast Profile Spend	875,800	4,185,500	3,978,700						-3,120,000	5,920,000
	Actual Spend to Date	875,800	4,185,500	3,978,700							9,040,000
<b>Rapid Transit</b>	Original Grant Request		164,000	3,283,000	3,283,000					3,120,000	9,850,000
	Forecast Profile Spend	0	55,500	799,200	2,445,328	TBA	TBA	TBA	2,419,972	4,130,000	9,850,000
	Actual Spend to Date	0	55,500	799,200	2,445,328						3,300,028
<b>Swindon Bus Boulevard</b>	Original Grant Request			1,100,000	1,700,000					200,000	3,000,000
	Forecast Profile Spend	0	0	67,100	819,036	TBA	TBA	TBA	1,000,000	1,113,864	3,000,000
	Actual Spend to Date	0	0	67,100	819,036						886,136
<b>Wiltshire College - Salisbury</b>	Original Grant Request			2,300,000	2,300,000					2,300,000	6,930,000
	Forecast Profile Spend	0	0	670,000	2,950,000	1,393,613	769,291	890,970	1,776,126	4,830,000	13,830,000
	Actual Spend to Date	0	0	670,000	2,850,000						3,520,000
<b>Wiltshire College - Lackham</b>	Original Grant Request			1,360,000	1,360,000					1,360,000	4,120,000
	Forecast Profile Spend	0	0	237,070	758,965	TBA	TBA	TBA	2,672,965	4,531,000	8,200,000
	Actual Spend to Date	0	0	237,070	758,965						996,035
<b>Maltings &amp; Central Car Park - Salisbury</b>	Original Grant Request			1,250,000	1,250,000					1,250,000	2,310,000
	Forecast Profile Spend	0	0	283,100	72,888	TBA	TBA	TBA	1,704,012	4,000,000	6,060,000
	Actual Spend to Date	0	0	283,100	72,888						355,988
<b>Chippenham Station Hub</b>	Original Grant Request	350,000		2,160,000	5,000,000					5,000,000	3,490,000
	Forecast Profile Spend	27,900	114,000	178,100	1,211,100	TBA	TBA	TBA	5,000,000	9,468,900	16,000,000
	Actual Spend to Date	27,900	114,000	178,100	1,211,100						1,531,100
<b>Salisbury Projects ( Not all allocated)</b>	Original Grant Request			175,000	925,000						1,100,000
	Forecast Profile Spend	0	0	0	0	TBA	TBA	TBA	1,100,000		1,100,000
	Actual Spend to Date	0	0	0	0						0
<b>Grant Annual</b>		7,800,000	10,214,948	21,439,293	20,870,160					16,117,812	16,627,417
<b>TOTAL Forecast Profile</b>		5,226,700	8,383,400	12,888,570	14,026,602	#VALUE!	#VALUE!	#VALUE!	#VALUE!	19,885,264	32,569,464
<b>TOTAL Actual</b>		5,226,700	8,383,400	12,888,570	14,026,602	0	0	0	0	0	40,525,272

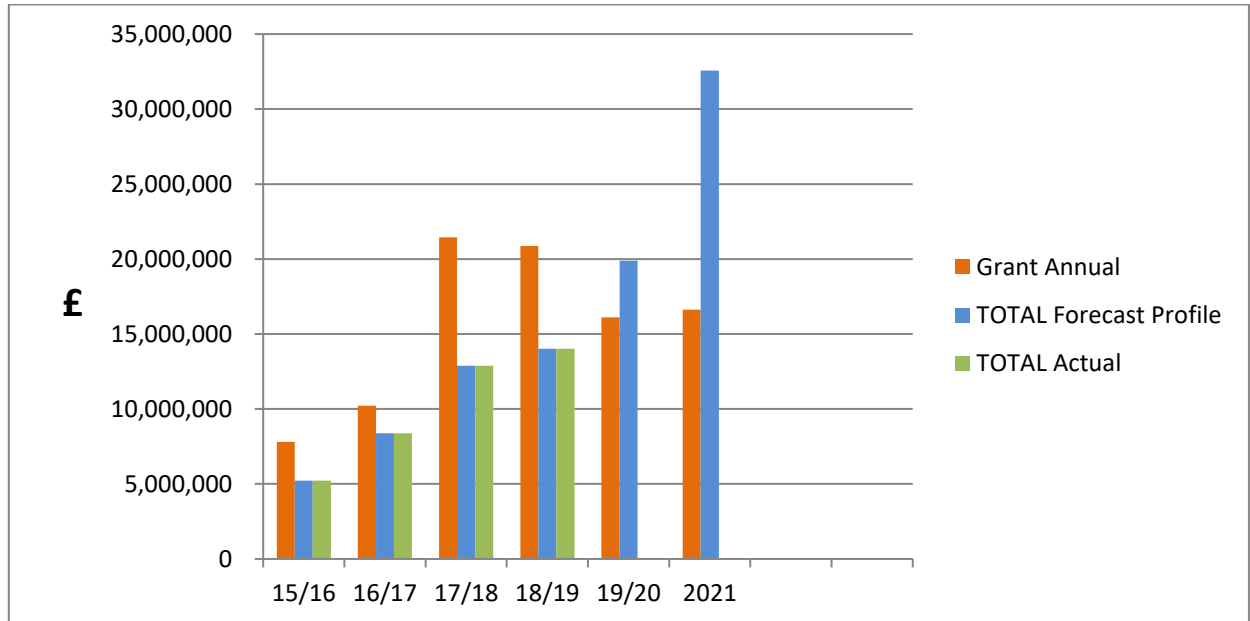


Figure 1a

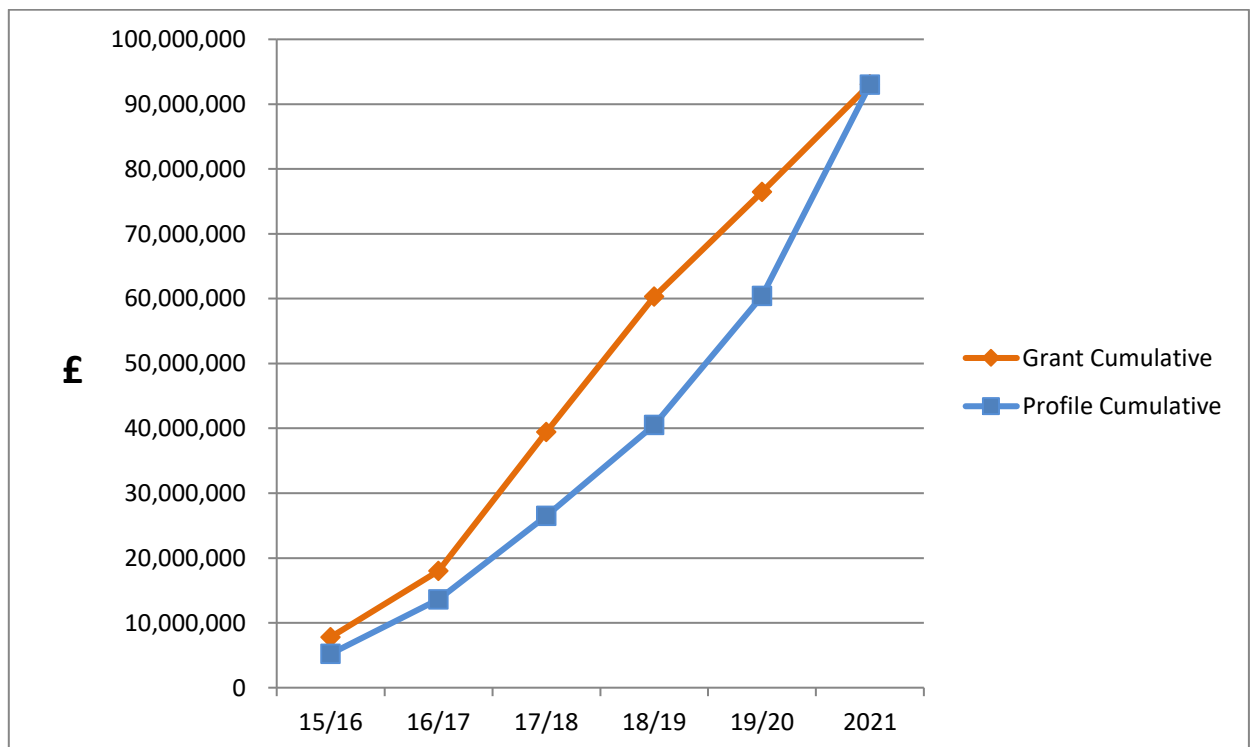


Figure 1b

## 5. LGF – DfT Projects Summary

5.1 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 – A420 Gablecross

5.2 Table 2 shows the actual spend for each project to date against what is forecast to be spent during the course of the year (blue lines). Forecast figures for years in the past have been made the same as actual figures. Forecast figures for 19/20 and 20/21 are currently being confirmed by Swindon Borough Council, so figures shown are subject to change. A quarterley breakdown for 19/20 is also being developed (as per TBAs). 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.

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

5.4 Actual spend for these projects in 2018/19 was broadly in line with forecast spend. There are, however, delays with the NEV A420 Gablecross project caused by land assembly discussions with Sainsbury's taking longer than planned. Discussions are therefore taking place with the Department for Transport on these projects (and the Retained NEV projects) to make them aware of the status of the projects and ensure that funding is protected going forward.

**Table 2**

		15/16	16/17	17/18	18/19	Q1 18/19	Q2 18/19	Q3 18/19	Q4 18/19	Total 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									2,000,000
	Actual Spend to Date	591,500	1,408,500									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	100,000	TBA	TBA	TBA	TBA	500,000	1,400,000	2,000,000
	Actual Spend to Date	0	0	0	100,000							100,000
<b>A420 Corridor</b>	Revised Grant Request		2,500,000							1,900,000		4,400,000
	Forecast Profile Spend	40,500	21,300	432,300	295,368	TBA	TBA	TBA	TBA	3,407,532	203,000	4,400,000
	Actual Spend to Date	40,500	21,300	432,300	295,368							789,468
<b>Great Stall Bridge - Removed</b>	Revised Grant Request											0
	Forecast Profile Spend											0
	Actual Spend to Date											0
<b>Grant Annual (Revised)</b>		0	4,500,000	0	0					2,400,000	1,500,000	8,400,000
<b>TOTAL Forecast Profile</b>		632,000	1,429,800	432,300	395,368	#VALUE!	#VALUE!	#VALUE!	#VALUE!	3,907,532	1,603,000	8,400,000
<b>TOTAL Actual</b>		632,000	1,429,800	432,300	395,368	0	0	0	0	0	0	2,889,468

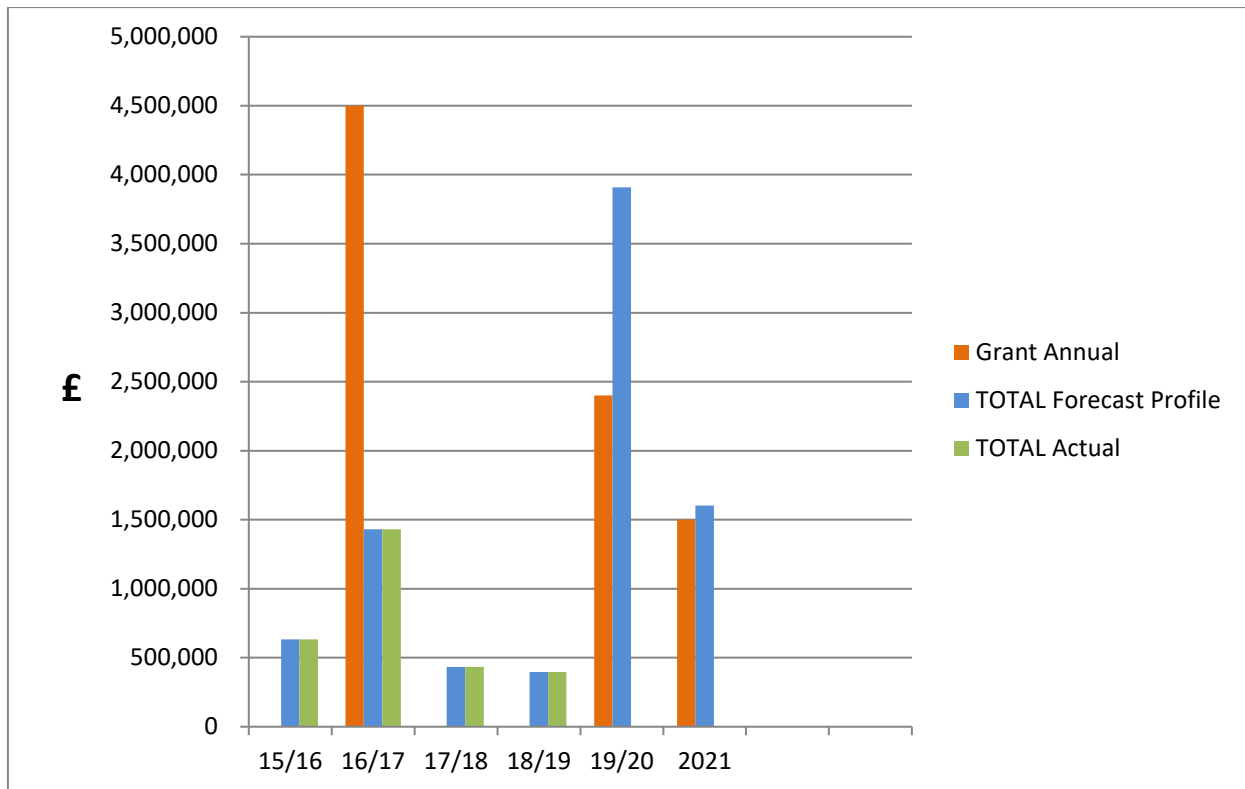


Figure 2a

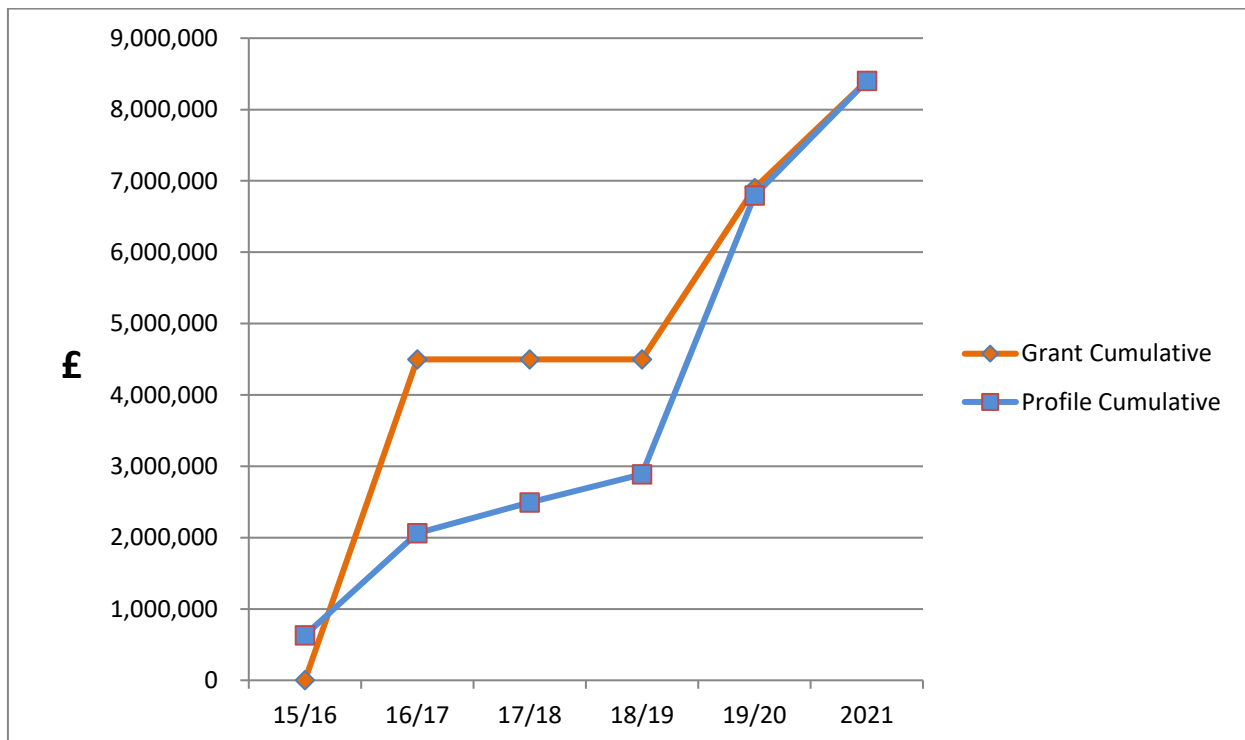


Figure 2b



## 6. DfT Retained Projects Summary

6.1 The following projects have been retained by the DfT which requires project status reporting as well as it controlling the grant payments:

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

6.2 Table 3 shows the actual spend for each project to date against what is forecast to be spent during the course of the year (blue lines). Forecast figures for years in the past have been made the same as actual figures. Forecast figures for 19/20 and 20/21 are currently being confirmed by Swindon Borough Council, so figures shown are subject to change. A quarterley breakdown for 19/20 is also being developed (as per TBAs). 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.

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

6.4 Actual spend for these projects in 2018/19 was broadly in line with forecast spend. However, there are significant challenges with delivering the Southern Connector Rd project, and to a lesser extent the White Hart Junction prproject. Given this, and the amount of spend that is required in the final two years of these two projects, discussions are taking place with the Department for Transport to make it aware of the status of the projects and ensure that funding is protected going forward.

**Table 3**

	15/16	16/17	17/18	18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Total 19/20	20/21	TOTAL
<b>Wichelstowe Southern Access</b>	Revised Grant Request		200,000	510,000					10,000,000	12,190,000	22,900,000
	Forecast Profile Spend	0	0	200,000	441,881	TBA	TBA	TBA	10,068,119	12,190,000	22,900,000
	Actual Spend to Date	0	0	200,000	441,881						641,881
<b>New Eastern Villages - Business Case</b>	Original Grant Request	500,000									500,000
	Forecast Profile Spend	381,900	118,100								500,000
	Actual Spend to Date	381,900	118,100								500,000
<b>New Eastern Villages - White Hart Junction</b>	Revised Grant Request		600,000	900,000					16,200,000	10,500,000	28,200,000
	Forecast Profile Spend	0	28,000	417,500	1,093,935	TBA	TBA	TBA	12,160,565	14,500,000	28,200,000
	Actual Spend to Date	0	28,000	417,500	1,093,935						1,539,435
<b>New Eastern Villages - Southern Connector Road</b>	Revised Grant Request								2,100,000	9,500,000	11,600,000
	Forecast Profile Spend	0	0	0	0	TBA	TBA	TBA	2,100,000	9,500,000	11,600,000
	Actual Spend to Date	0	0	0	0						0
<b>Grant Annual</b>	500,000	600,000	1,100,000	510,000	0	0	0	0	28,300,000	32,190,000	63,200,000
<b>TOTAL Forecast Profile</b>	381,900	146,100	617,500	1,535,816	#VALUE!	#VALUE!	#VALUE!	#VALUE!	24,328,684	36,190,000	63,200,000
<b>TOTAL Actual</b>	381,900	146,100	617,500	1,535,816	0	0	0	0	0	0	2,681,316

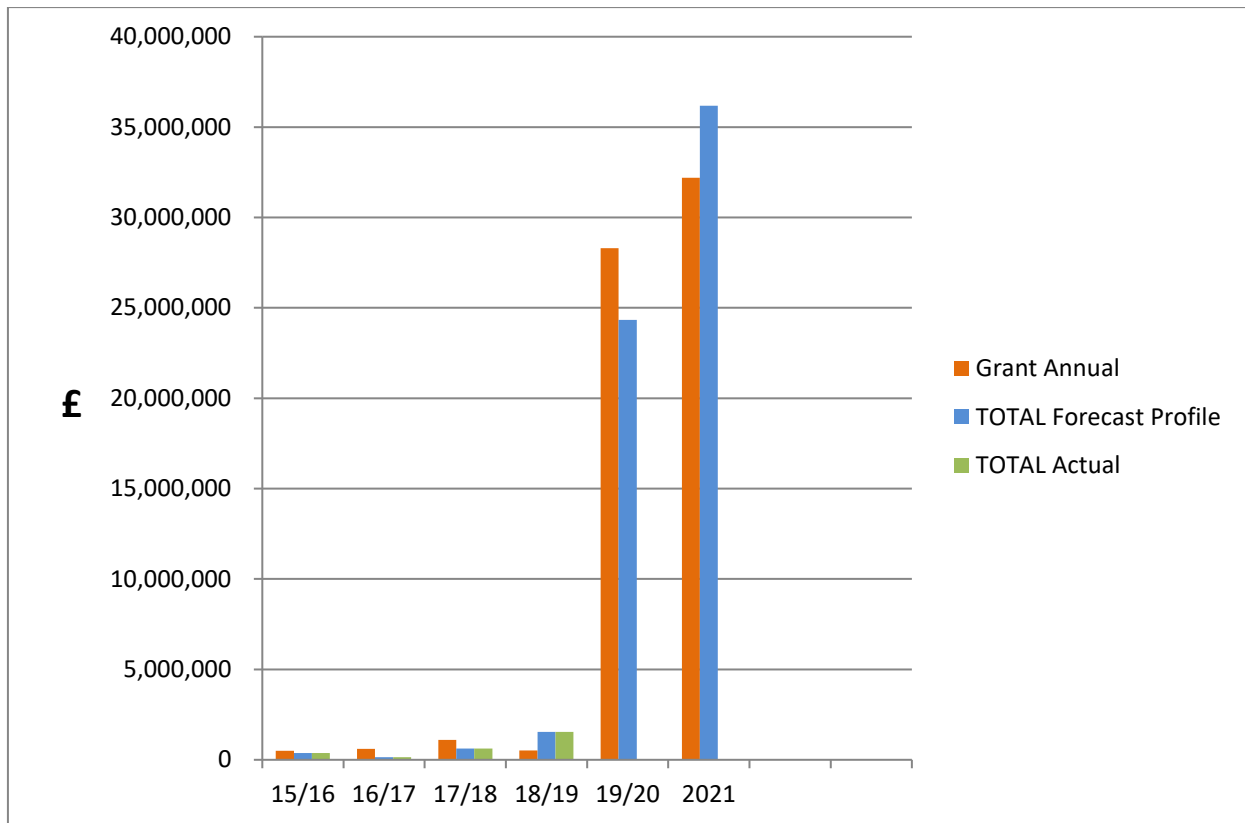


Figure 3a

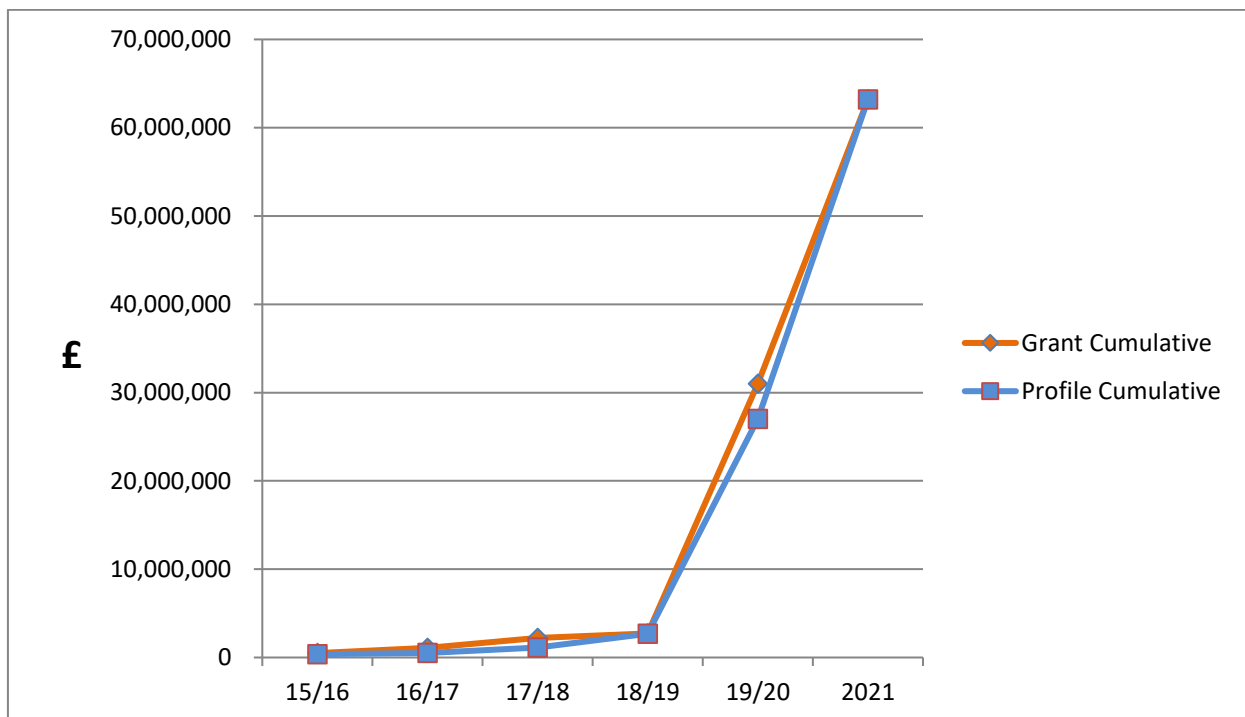


Figure 3b

## **7. LGF – Outputs Summary**

- 7.1 Figure 4 shows a summary of the outputs across all (non retained) LGF projects in the areas of housing, jobs, skills and transport. Actuals vs forecast figures are shown.
- 7.2 This is a summary of a detailed submission made to Central Government on a quarterly basis.
- 7.3 As this information is updated quarterly, it has not changed since the March 2019 Board Paper. Updated figures will be submitted to the July 2019 Board Meeting.





Deliverables Progress										
	This Quarter	15-17	Financial Year					Total		
			17-18	18-19	19-20	20-21	21-25			
 <b>Housing</b>										
Houses Completed	0	0	106	20	0	0	-			126
Forecast for year	68	-	106	68	545	1,153	6,197			8,069
Progress towards forecast	0%	-	100%	29%	0%	0%	-			2%
 <b>Jobs</b>										
Jobs Created	0	1,500	77	298	0	0	-			1,875
Apprenticeships Created*	0	0	0	0	0	0	-			0
Jobs including Apprenticeships	0	1,500	77	298	0	0				1,875
Forecast for year	491	1,500	77	491	1,249	2,746	1,277			7,340
Progress towards forecast	0%	100%	100%	61%	0%	0%	0%			26%
* Apprenticeships included within jobs totals prior to 2017										
 <b>Skills</b>										
Area of new or improved floorspace (m2)	0	0	0	0	0	0	-			0
Forecast for year	0	-	0	0	0	9,000	0			9,000
Progress towards forecast	-	-	-	-	-	0%	-			0%
Number of New Learners Assisted	0	0	0	0	0	0	-			0
Forecast for year	0	-	0	0	0	3,730	0			3,730
Progress towards forecast	-	-	-	-	-	0%	-			0%
 <b>Transport</b>										
Length of Road Resurfaced	0.0	0.0	0.1	0.0	0.0	0.0	-			0.1
Length of Newly Built Road	0.0	1.0	2.0	1.4	0.0	0.0	-			4.4
Length New Cycle Ways	0.0	3.0	3.0	0.0	0.0	0.0	-			6.0

Figure 4



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	SWLEP Incorporation update		
<b>Attachments:</b>	None		
<b>Author:</b>	Debby Skellern Ian Durston Paddy Bradley	<b>Total no of sheets:</b>	Cover paper – 3 Appendix - 14

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

- 1.1. This paper updates the SWLEP Board on the progress made on SWLEP incorporation.

## 2. Summary

- 2.1. Work has continued to support the incorporation of SWLEP as a company limited by guarantee and to enable it to be operational from 1 April 2019 including:
- 2.1.1. the May Board meeting will include voting Board members onto the SWLEP Limited Board;
  - 2.1.2. agreeing and sealing the Accountable Body Agreement with Wiltshire Council and Swindon Borough Council;
  - 2.1.3. setting up a bank account;
  - 2.1.4. securing accountancy services; and
  - 2.1.5. continuing the discussions regarding the TUPE of staff and access to the Wiltshire Council Local Government Pension Scheme.

## 3. Recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. note the progress made on SWLEP incorporation.

#### 4. Detail

- 4.1. The Accountable Body Agreement has been reviewed and amended to reflect the new relationship with SWLEP operating as a company limited by guarantee (appendix 1). This amendment involved staff from Legal Services at both unitary authorities, the S151 Officer at Wiltshire Council and SWLEP staff. The changes reflected the amended roles and responsibilities of the respective parties under the new incorporated model. The agreement has been signed and sealed by both unitary authorities as well as signed by the SWLEP Chairman and the SWLEP Deputy Chairman acting as the Directors of the new company. Confirmation and agreement of the accountable body costs for 2019/20 are outstanding but indicative amounts have been discussed with the SWLEP Director.
- 4.2. Work has also been undertaken by SWLEP to review the LGF grant agreement terms to reflect the accountable body agreement and the new roles and responsibilities. Feedback on this amended draft from Legal Services at Wiltshire Council is awaited.
- 4.3. Further work has been undertaken on the business transfer agreement which covers both the work of SWLEP in terms of legal agreements and licences in place and also the TUPE transfer of staff. The mapping work of legal agreements and licences is thought to be complete however further detailed work is required by Wiltshire Council on the agreement schedules to enable legal agreements and licences entered into on SWLEP's behalf (both historic and legal) to be transferred. This next stage will entail a further procurement exercise for legal services and additional costs for SWLEP. A RFQ for this work is in development.
- 4.4. The work with regard to TUPE sits with Wiltshire Council as the current employer and confirmation of staff thought to be in scope is awaited by the SWLEP Director. However, it is understood that some employment and skills team staff at Wiltshire Council have already had a consultation meeting despite information being shared with SWLEP. Clarification over how the process will be managed by Wiltshire Council is required given the departure of the Head of Service for Economic Regeneration on 26 April.
- 4.5. Work has continued with establishing the bank account with Santander. Registration information was in place by the end of March. Further information required from the bank has been supplied as required by them. It is understood that Santander now have all information required and the application is progressing through their approval process. A decision is expected imminently (and assumed will be positive). When this is in place, work will be carried out to put in place a process for operation of the bank account by senior LEP staff.
- 4.6. MHA Monahans has been selected to provide accounting services and tax advice to SWLEP Limited. VAT advice has been received. As things stand, the SWLEP will not be exempt from VAT and will have to pay VAT, where applicable, on services procured. Monahans has recommended that SWLEP use the Xero accounting/book keeping package. A demonstration of the software has been received and will be rolled out to the team shortly.





- 4.7. Correspondence has been exchanged with the Wiltshire Pension Fund to arrange discussions with it and Clark Holt (SWLEP appointed solicitors) on the requirements for transfer of staff pensions to the incorporated SWLEP with SWLEP being granted admitted body status to the scheme. A view from the Wiltshire Pension Fund has formed that if SWLEP were to become an admitted body, then both Swindon Borough Council and Wiltshire Council would need to guarantee the pension liabilities (rather than just Wiltshire Council). Wiltshire Pension Fund is now discussing this with Swindon Borough Council. SWLEP has not received an update since the last Commissioning Group meeting.



**5. Appendix 1: Final draft Accountable Body Agreement April 2019**

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**Dated**

**2019**

**(1) WILTSHIRE COUNCIL**

**(2) SWINDON BOROUGH COUNCIL**

**SWINDON AND WILTSHIRE LOCAL  
ENTERPRISE PARTNERSHIP LIMITED**

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**ACCOUNTABLE BODY AGREEMENT**

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This Agreement made on

2019

**BETWEEN:**

1. **WILTSHIRE COUNCIL** of County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN (“**Wiltshire**”);
2. **SWINDON BOROUGH COUNCIL** of Civic Offices, Euclid Street, Swindon, SN1 2JH (“**Swindon**”); and
3. **SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP LIMITED** (registered number 11766448) of Wiltshire Council Offices, Monkton Park, Chippenham, SN15 1ER (“**SWLEP**”)

(being either a “**Party**” or together “**the Parties**”)

**BACKGROUND**

- A. SWLEP was established in 2011 with the aim of stimulating growth in the economy across the Wiltshire and Swindon area. In part it aims to do this by playing a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs. It is a primary partnership between the business community and the two local councils; Wiltshire and Swindon.
- B. Central government has requested that all Local Enterprise Partnerships (“LEPs”) develop a single assurance framework to cover all devolved government funding received by LEPs. SWLEP has been allocated Funding from central government which can only be paid to a local authority nominated as an accountable body. Wiltshire has agreed that it will act as the accountable body in respect of Funding received by SWLEP.
- C. The purpose of this Accountable Body Agreement is to set out the respective roles and responsibilities of Wiltshire acting as the accountable body for the SWLEP and Swindon and associated matters in relation to the application and allocation of devolved Funding by government to relevant projects and programmes.
- D. Swindon and Wiltshire are empowered under Section 1(1) Localism Act 2011.

**IT IS AGREED AS FOLLOWS:**

**I Definitions**

1.1 In this Agreement the following terms shall have the following meanings:

**Accountable Body** means Wiltshire;

**Agreement** means this Accountable Body Agreement and any schedules;



**Chief Executive** means the Chief Executive of Swindon;

**Corporate Director** means the Corporate Director with responsibility for economy and enterprise in Wiltshire or in his absence one of the other corporate directors in Wiltshire.

**EIR** means the Environmental Information Regulations 2004;

**FOIA** means the Freedom of Information Act 2000;

**Financial Year** means during the continuance of the Agreement any period commencing on 1<sup>st</sup> April and ending on 31<sup>st</sup> March or part thereof

**Funding** means all and any devolved government revenue and capital funding which government specifies should only be held by the accountable body and to be allocated by SWLEP pursuant to the Governance Framework;

**Projects/Programmes** the schemes allocated the Funding;

**Scheme Promoters** means Wiltshire or Swindon or such other organisation which supports and promotes any of the Projects or Programmes;

**The SWLEP Governance Framework** means the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Governance Framework dated [March 2019].

- 1.1 Headings contained in this Agreement are for reference purposes only and should not be incorporated into this Agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.
- 1.2 References to any statute or statutory provision include references to:
  - 1.2.1 all Acts of Parliament and all other legislation having legal effect in the United Kingdom;
  - 1.2.2 any subsequent statutes directly or indirectly amending, consolidating, extending, replacing or re-enacting that statute and also include any orders, regulations, instruments or other subordinate legislation made under that statute;

## **2 Duration**

- 2.1 This Agreement shall commence on the date hereof and shall continue in effect until either Wiltshire or Swindon or SWLEP terminates the Agreement in accordance with Clause 13 of this Agreement.

### **3 Roles and responsibilities**

- 3.1 It is the overriding responsibility of SWLEP to ensure that SWLEP allocates or otherwise deals with the Funding in such a way which does not breach the terms and conditions upon which Wiltshire as Accountable Body has received the Funding for the purposes of the SWLEP and is in accordance with the SWLEP Governance Framework.
- 3.2 The roles and responsibilities of the Parties are set out in the Schedule 1 to this Agreement.

### **4 Governance and decision making**

- 4.1 The governance and working arrangements between the Parties shall be in accordance with the SWLEP Governance Framework.

### **5 Financial Arrangements**

- 5.1 Unless otherwise agreed, Swindon and Wiltshire is each solely responsible for Projects or Programmes for which either are the Scheme Promoter in their respective administrative areas and in respect thereof for compliance with any grant conditions in consultation with the Accountable Body which shall include the obligation to repay in whole or part the Funding in the event of non-compliance with any conditions.
- 5.2 With the approval of the S151 Officer, SWLEP will enter into any required grant funding or loan agreement with a Scheme Promoter in relation to any part of the Funding allocated to such Scheme Promoter which shall substantially be in the form of Grant Agreement attached in Schedule 2.
- 5.3 In the event that a Scheme Promoter who is a recipient of any part of the Funding granted by SWLEP fails to comply with the terms and conditions or any other aspect of any grant funding or loan agreement, SWLEP will use reasonable endeavours to recover such sums as may be due and to enforce such terms.
- 5.4 Wiltshire as the Accountable Body shall:
- 5.4.1 establish and maintain a financial system to account for all Funding received and disbursed on behalf of SWLEP;
- 5.4.2 transfer, subject to due diligence, the Funding for the Projects/Programmes on behalf of the SWLEP;



- 5.4.3 receive Funding and make timely payments in respect of such Funding for and on behalf of SWLEP;
  - 5.4.4 assure itself that the records held by SWLEP for the revenue funding that is managed by the SWLEP meets all the requirements of the Accountable Body and are in line with the SWLEP Governance Framework. SWLEP being responsible for the internal audit to ensure financial controls are in place;
  - 5.4.5 maintain proper records of all Funding received and disbursed for SWLEP and make such records available for inspection by both internal and external regulators;
  - 5.4.6 supply, as necessary, completed statements of Funding received, expenditure and disbursement to SWLEP, funding organisations, central government and external auditor.
- 5.5 Interest will be calculated annually based on an actual cashflow on a monthly basis. In order to recognise the variation in interest rate applicable across the different investment routes, it will be applied using the average interest rate earned by Wiltshire Council for that month. SWLEP are required to submit a forecast cashflow for the ensuing financial year in May of that financial year.
- 5.6 Wiltshire will be paid a sum set and agreed each year for the reasonable costs of acting as the Accountable Body. This sum will be paid in arrears annually.
- 5.7 Where all the Parties agree, and in the event that there is a requirement to undertake any re-profiling of the Local Growth Deal Funding or subsequent capital funding streams in any Financial Year, that part of the aforementioned funding which has been the subject of such re-profiling shall be available to either Wiltshire for any of their respective capital projects. Such amount of such Funding utilised by Wiltshire in accordance with this Clause 5.6 shall be provided for in Wiltshire's budgets for the next Financial Year and immediately reimbursed to SWLEP at the start of the next Financial Year.
- 5.8 SWLEP and Swindon shall:
- 5.8.1 Co-operate with and assist Wiltshire acting in its role as accountable body in undertaking the day to day responsibility for Funding matters;
  - 5.8.2 Co-operate with and assist Wiltshire in regular audit examinations of all operating systems;
  - 5.8.3 Report any financial irregularity or suspected irregularity in the use of any of the Funding to Wiltshire.

## **6 Record Keeping and Communication**



- 6.1 The SWLEP shall ensure that a proper record is kept of the proceedings of the SWLEP.
- 6.2 A communication protocol in relation to publicity and disclosure of information has been agreed between the Parties including the management and timing of such communications.

## **7 Freedom of Information**

- 7.1 SWLEP and Swindon acknowledges that Wiltshire as Accountable Body is subject to the requirements of the FOIA and the EIR in respect to the Funding and shall:
  - 7.1.1 provide all necessary assistance and cooperation as reasonably requested by Wiltshire to enable Wiltshire to comply with its obligations under the FOIA and the EIR; and
  - 7.1.2 provide Wiltshire with a copy of all information belonging to Wiltshire requested in the Request for Information which is in its possession or control in the form that Wiltshire requires within 7 Working Days (or such other period as Wiltshire may reasonably specify) of Wiltshire's request for such information; and
  - 7.1.3 not respond directly to a Request for Information unless authorised in writing to do so by Wiltshire.
- 7.2 SWLEP and Swindon acknowledges that Wiltshire may be required under the FOIA and the EIR to disclose Information concerning this Agreement without consulting or obtaining consent from either the SWLEP or Swindon. In these circumstances Wiltshire shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the SWLEP or Swindon advance notice, or failing that, to draw the disclosure to the SWLEP or Swindon's attention after any such disclosure.
- 7.3 The Parties acknowledge that where any of them receives a Request for Information not relating to Wiltshire as Accountable Body but otherwise in relation to Projects and Programmes, such a Request for Information will be dealt with by the recipient in accordance with the provisions of the FOIA.

## **8 Data Protection**

- 8.1 The Parties shall comply with their obligations under the Data Protection Act 2018 in the performance of their obligations under this Agreement.
- 8.2 The provisions of this Clause 8 shall apply during the continuance of the Agreement and indefinitely after its expiry or termination.

## **9 Confidentiality**



- 9.1 Neither Party will use or disclose any confidential information provided by any other pursuant to this Agreement otherwise than for the performance of their obligations under this Agreement, save as may be otherwise agreed or required by law.
- 9.2 For the avoidance of doubt, confidential information shall not include:
- 9.2.1 any information obtained from a third party who is free to divulge such information;
  - 9.2.2 any information which is already in the public domain otherwise than as a breach of this Agreement; or
  - 9.2.3 any information which was rightfully in the possession of a Party prior to the disclosure by any other Party and lawfully acquired from sources other than any other Party.
- 9.3 Subject to Clause 9.2 the Parties shall not make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the agreement of the other Parties

## **10 Equality**

- 10.1 The Parties shall perform its obligations under this Agreement in accordance with:
- 10.1.1 all applicable equality Law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise);
  - 10.1.2 any applicable equality and diversity policy of the Parties from time to time; and
  - 10.1.3 take all necessary steps, and inform each other of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).

## **11 Social Value**

- 11.1 In performing their obligations in pursuance of these this Agreement the Parties shall comply with the requirements of Public Services (Social Value) Act 2012.

## **12 Environmental**



- 12.1 In performing their obligations in pursuance of this Agreement the Parties shall at all times co-operate with each other to improve environmental performance where it is not detrimental to the interests of any Party to do so.

### **13 Termination on notice**

- 13.1 This Agreement shall continue in full force and effect unless or until either Wiltshire or Swindon or SWLEP serve at least twelve months' notice to terminate to the other Parties or by mutual agreement of the Parties at any time.

### **14 Disputes**

- 14.1 Prior to action under paragraph 80, Section F of the SWLEP Governance Framework, if any Party has any issues, concerns or complaints about any matter relating to this Agreement that Party shall notify the other Party/Parties and the Parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Secretary of State for Business Environment and Industrial Strategy to resolve such dispute (Section F of the SWLEP Governance Framework, paragraph 18).
- 14.2 If any Party receives any formal inquiry, complaint, claim or threat of action from a third party they shall notify the other Parties and co-operate with each other to respond, or take such action, as is appropriate and/or necessary.

### **15 The Contracts (Rights of Third Parties) Act 1999**

- 15.1 The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement but this does not affect any rights which are available apart from this Act.

### **16 General**

- 16.1 Each of the Parties represents and warrants to the others that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 16.2 The Agreement cannot be varied except in writing signed by a duly authorised representative of the Parties.
- 16.3 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.



- 16.4 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to any other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 16.5 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. No Party shall have, nor represent that it has, any authority to make any commitments on the other Parties' behalf.
- 16.6 Except as otherwise expressly provided by the Agreement, all remedies available to any Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 16.7 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

## **17 Notices**

- 17.1 Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or e-mail to the address of the relevant Party set out below, or such other address as that Party may from time to time notify to the other Party in accordance with this clause.

## **18 English Law**

- 18.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.



**IN WITNESS WHEREOF** the parties have signed this Agreement as a Deed on the day and year first before written.

**EXECUTED as a DEED BY** )  
**THE COMMON SEAL OF WILTSHIRE** )  
**COUNCIL** being affixed hereto and )  
authenticated by the undermentioned person )  
authorised by the Council to act for that purpose: )

.....  
Authorised Signatory

**EXECUTED as a DEED BY** )  
**THE COMMON SEAL OF SWINDON BOROUGH**)  
**COUNCIL** being affixed hereto and )  
authenticated by the undermentioned person )  
authorised by the Council to act for that purpose: )

.....  
Authorised Signatory

**EXECUTED as a DEED BY** )

.....

.....

**Signed for and on behalf of**  
**SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP LIMITED**

## **Schedule I**

### **Roles & Responsibilities**

#### **1.1 Wiltshire shall take appropriate steps to:**

- 1.1.1 Ensure (through the Section 151 officer) that Funding is used appropriately using the same checks that Wiltshire Council would of its own funds and in line with any grant conditions in the grant condition letter through a Section 31 Grant Determination.
- 1.1.2 Ensure that it will not use the Funding for its own purposes without consent of the SWLEP.
- 1.1.3 Confirm that the SWLEP Governance Framework is being adhered to.
- 1.1.4 Confirm that the SWLEP has in place the processes to ensure the proper administration of its financial affairs.
- 1.1.5 Release funding against a SWLEP agreed contract providing that the requirements meet the terms of the grant and the overall safeguarding of public money requirements and ensure that value for money is achieved.
- 1.1.6 Approve the release of Funding in consultation with the Accountable Body Section 151 Officer and in accordance with the Accountable Body Agreement to the relevant scheme promoter in line with any grant conditions in the grant condition letter through a Section 31 Grant Determination.
- 1.1.7 Ensure that all the requisite duties set out in s151 of 1972 Act are fully met including the safeguarding of public money, best value and value for money.
- 1.1.8 Satisfy itself that arrangements for local external audit of Funding allocated by the SWLEP are comparable to Wiltshire Council's own arrangements for local authority spend.

#### **1.2 SWLEP shall:**

- 1.2.1 Comply with the SWLEP Governance Framework.
- 1.2.2 Develop strategic economic plans and policies.
- 1.2.3 Identify a prioritised list of schemes within the available budget including under / over programming to enable prudent management.
- 1.2.4 Make decisions based on the scrutiny of individual scheme business cases.
- 1.2.5 Allocate funding which is approved by the Accountable Body.
- 1.2.6 Using reasonable endeavours to ensure best value and value for money is achieved.
- 1.2.7 Monitor progress of scheme delivery and spend.
- 1.2.8 Use reasonable endeavours to ensure on-time delivery of schemes to the programme.
- 1.2.9 Actively manage the devolved budget and programme to respond to changed circumstances.

**1.3 Swindon shall:**

- 1.3.1 Comply with the terms and conditions of the Funding received by Wiltshire as the accountable body in relation to SWLEP pertaining to the administrative area of Swindon.
- 1.3.2 Comply with the SWLEP Governance Framework.
- 1.3.3 Provide all necessary assistance to SWLEP and Wiltshire in relation to Projects and Programmes which operate in the administrative area of Swindon.



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Chairman’s update		
<b>Attachments:</b>	None		
<b>Author:</b>	John Mortimer	<b>Total no of sheets:</b>	1

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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**Meetings attended by John Mortimer, SWLEP Chairman, between  
13 March 2019 and 13 May 2019**

- 18 March 2019      Attended the Royal Artillery Museum (RAM) Meeting in Chippenham
- 20 March 2019      Chaired the SWLEP Board Meeting and attended the Local Industrial Strategy (LIS) Meeting, both in Trowbridge
- 4 April 2019        Attended the Honda Task Force Meeting via telephone
- 9 April 2019        Attended the Growth Hub Governance Meeting via telephone
- 8 May 2019         Chaired the Commissioning Group Meeting and the Business Representative Organisations’ Group (BROG) meeting, both in Chippenham

Various meetings with SWLEP team members and Director over the period, including fortnightly update meetings with the Director



<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 May 2019		
<b>Subject:</b>	Director’s Report		
<b>Attachments:</b>	Marketing and Communications report		
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	7

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

- 1.1. The Chairman has requested that a report of this nature be included in each Board meeting agenda to keep members fully informed of the varied activity of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).
- 1.2. This report updates members of the Board on current activity of the SWLEP.

**2. Summary**

- 2.1. The report summarises activity concerned with SWLEP areas of focus.
- 2.2. The report lists business visits and the regular operational activity involved in the role of Director of the SWLEP.
- 2.3. The updates to current work include:
  - 2.3.1. Marketing and Communications.

**3. Recommendation**

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. Note the update on current activity.

**4. Detail**

- 4.1. The Director has represented the SWLEP at the following events:

**Programme and Governance meetings**

- Commissioning Group (8 May)
- Monthly meetings with SWLEP BEIS Local Relationship Manager
  - Local Industrial Strategy Planning Meeting, Government Department Engagement and Fast-tracking meeting with BEIS (20 May)





- South Wiltshire Economy Pillar Group (15 April)
- South Wiltshire Operations Board (17 April)
- Honda Manufacturing UK Task Force (4 April)
- Honda and Supply Chain Steering Group (15 April)
- Honda Economic Development and Wider Environment Group (21 March and 29 April)
- Local Industrial Strategy Working Group (20 March and 15 May)
  - Preparation meetings for LIS Cyber and workshops on 2 May and 14 May
  - Interviews of academic candidates for LIS roles (2 May)
  - Inaugural meeting of LIS Independent Review Panel (10 May)
  - Visit to Glenthams Life Sciences prior to Mansion House LIS workshop and dinner
  - Natural Capital scoping discussion (20 May)
- SWLEP Secretariat (22 May)
- Monthly meetings with Finance, particularly with regard to Budget
- Range of discussions with individual Board members
- Regular keep in touch calls and meetings with the Chairman and Deputy Chairman
- Interview with Wavehill undertaking Growth Hub audit (26 April)
- Keep-in-touch meetings with CEO of SBC (1 May)
- Various meetings involving a range of SBC and Wiltshire officers to agree incorporation issues with regard to HR and TUPE arrangements, including staff consultation.
- Joint Scrutiny / Joint Strategic Economic Committee discussion with Wiltshire Democratic Services (18 April)
- Wiltshire College project update meeting (13 May)

#### **Priority theme Subgroups**

- Skills and Talent Subgroup (16 May)
  - Skills Advisory Panels (SAPs) discussion with DfE (28 March)
  - Careers Hub Steering Group (16 May)
  - Careers Summit Event Salisbury (17 May)
  - Industry Placement Event at Chippenham Campus (22 May)
  - Various meetings to discuss changes to personnel
- Place Shaping
  - The Great West Way discussions (15 May)
- Business Development Subgroup
  - Quarterly meeting of Business Representative Organisations' Group (BROG) (8 May)
  - GPIF Working Group (20 March and 13 May)

#### **External events**

- LEP Network meetings:



- LEP Network Spring Workshop of Chairs and CEOs (30 April)
- Quarterly meeting of South West LEPs (30 April)
- Meeting of the Business and Economy Group hosted by Business West (24 April, Swindon) and new meetings now beginning in Wiltshire
- Switch on to Swindon Place Board (21 March and 18 April)
- Interview with BBC Points West regarding Honda announcement (13 May)
- LEP Collaboration - SW Energy Hub, Western Rail Link to LHR, Cyber SIA
- Official opening of Digital Mansion Corsham (22 March)
- LEP Rural workshop at Newcastle University (27 March)
- The Techies 2019 judging panel (16 April) and Awards Night (9 May)
- Interview for Business West website (18 April)

#### **4.2. Business visits and meetings**

- Various meetings and telephone calls with people interested in Board membership
- Meetings with three businesses interested in GPIF loans
- British Business Bank
- Porton Science Park (three meetings – 1, 10, and 14 May)
- DfT meeting area lead (7 May)
- Board Digital Advisor – George Gill (22 March)
- Industrial BID (25 April)
- Salisbury Central Area Framework (24 April)
- Salisbury and South Wiltshire Reference Group (10 May)
- Salisbury A36 Southampton roundabout meeting with Wiltshire Council's Director Highways (15 May)
- Investable catchments telephone interview (1 May)
- Annual GWR stakeholder dinner (20 May)

#### **4.3. Marketing and Communications**

- 4.3.1. The report from the Interim Head of Marketing and Communications is attached at Appendix I.
- 4.3.2. The report covers online activity, response to the Annual Conference and media coverage.

### **Appendix I – Marketing and Communications**



**Papers are provided for:**

Approval

Discussion

Information

**1. Purpose**

1.1. The report updates Board members on the marketing and communications activity of the SWLEP.

**2. Summary**

- 2.1. Online engagement continues to grow – website traffic increased by 4% Month-on-Month.
- 2.2. SWLEP Limited’s first paid social media campaign launched on LinkedIn as part of the Board Recruitment marketing campaign
- 2.3. £13,900 of sponsorship for the Swindon & Wiltshire Business Growth Summit secured to date
- 2.4. A series of local Event and Award sponsorships confirmed for 2019

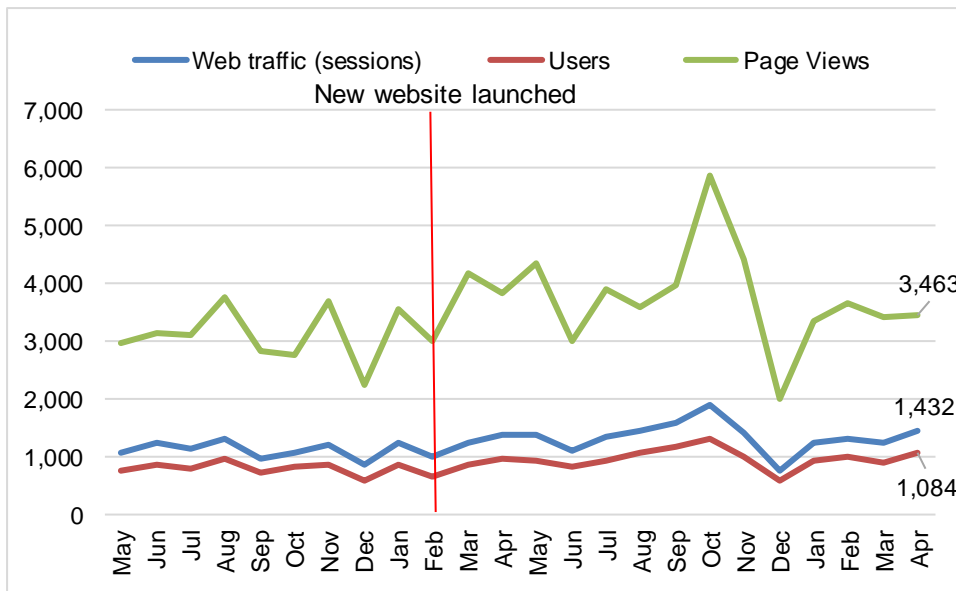
**3. Recommendations**

3.1. This paper is for information only.

**4. Detail**

**4.1. Online Engagement**

**4.1.1. SWLEP Website**



- Website traffic increased by 4% in the period March-April 2019 with 2,672 sessions (the period of time a user is actively engaged in the site);
- Comparing the performance year-on-year, engagement via the SWLEP website has increased. Users of the website have increased 8% y-o-y to almost 2,000.

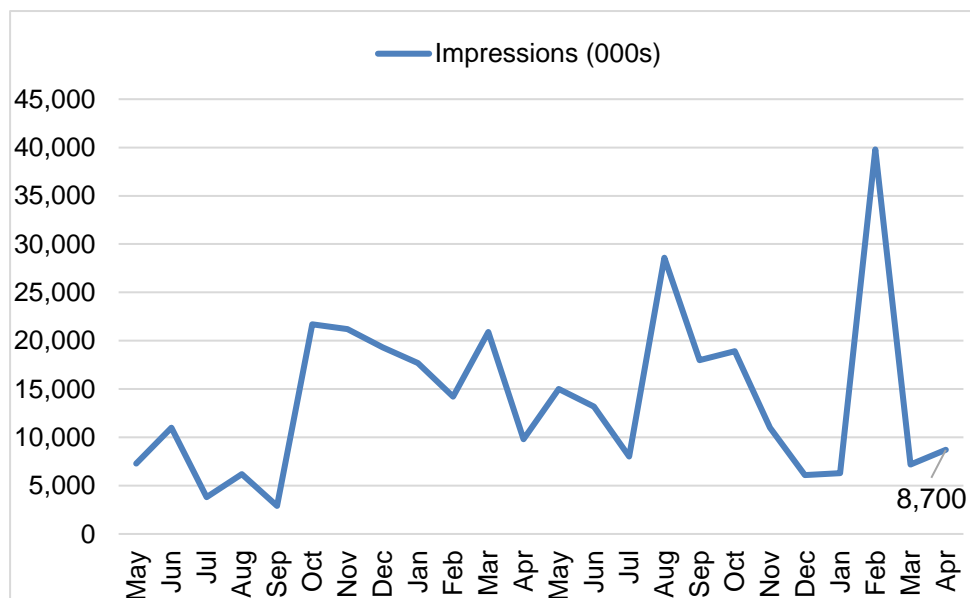


	Mar-Apr '18	Jan-Feb	Mar-Apr		Y-o-Y
Web traffic (sessions)	2,621	2,579	2,672	4%	2%
Users	1,838	1,963	1,991	1%	8%
Page Views	8,018	7,006	6,889	-2%	-14%
Avg. Session Duration	-	00:02:53	00:02:13	-23%	n/a

- The top pages in the period Mar-Apr'19 were:

	Pageviews
/	1,643
4.1.2. /about/who-we-are	448
4.1.3. /projects	357
4.1.4. /contacts	343
4.1.5. /documents	305
/news	191
/programmes-swlep/growing-places-infrastructure-fund	172
/about/what-we-do	155
/our-advantage/growth-zones	111
/about/who-we-are/adviser-profiles/paddy-bradley	110

4.1.6. Social media - Twitter



	Jan-Feb	Mar-Apr		Followers
Tweets	5	15	67%	2,584
Retweets	13	27	52%	
Impressions	46,100	15,900	-190%	



- Twitter activity decreased to 15.9k impressions in March and April. The tweet with the highest impressions (1,982) was on 10 April.
- Our LinkedIn audience and engagement continues to grow with regular weekly connection requests. Our audience currently stands at 2,584 connections and the network is being used to generate sponsorship leads for the 2019 Business Growth Summit.

#### 4.2. Marketing

- 4.2.1. Telemarketing and email marketing campaign underway to generate appointments for the Higher Futures team with employers in Swindon and Wiltshire.
- 4.2.2. LinkedIn Campaign to generate leads for the Board Recruitment campaign
- 4.2.3 Work in progress includes:
  - Members of Parliament Briefing quarterly briefing
  - Events Marketing for Industry Placements (April/May) and a 'Delivering a Quality Apprenticeship' event in June
  - An ebook focussed on Swindon & Wiltshire's Inward Investment Offer to be published in June 2019;
  - Increasing the publication of B2B articles to businesses and introducing new e-newsletters to Board Members and MPs
  - Tactical marketing plan for SWLEP Ltd

#### 4.3. Event and Awards Sponsorship

- 4.3.1. SWLEP is sponsoring the following awards and events:
  - Headline Sponsor of [The Techies Swindon & Wiltshire 2019](#) organised by The Business Exchange Swindon & Wiltshire (9 May 2019)
  - Headline Sponsor of the [South Wilts Business of the Year Awards](#) (20 June 2019)

#### 4.4. Engagement

- 4.4.1. Swindon & Wiltshire Business Growth Summit 3 October 2019
  - Venue confirmed: Cineworld, Regent Circus, Swindon
  - Sponsorship of £13,900 secured to date with conversations with other potential sponsors ongoing.
  - Headline Sponsors confirmed as GWR and Network Rail and Nationwide Building Society as Conference Sponsors.

#### 4.5. Communication

- 4.5.1. The following press releases were issued to local media and published on our



website:

- [Corsham landmark transformed into digital innovation and business hub](#) (26 March 2019)
- [£1.25 Million Loan for Our Wilton Enterprise Hub](#) (27 March 2019)
- [Call Open to Loan Fund for Business Growth](#) (1 April 2019)
- [Institute of Technology for Swindon](#) (10 April 2019)
- [SWLEP Board is Recruiting](#) (25 April 2019)