

AGENDA

Board Meeting

Date: Wednesday, 23 September 2020

Venue: Via Video / telephone conferencing using Microsoft Teams link

Time: 9am – 12.30pm (Public meeting to start at 9.30am)

Membership		Attendance
Board Directors:	Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) - Chair Carole Kitching (CK) Alison North (AN) Alex Reed (AR) David Renard (DR) Mark Smith (MS) Keeran Vetrico (KV) Phillip Whitehead (PW) Peter Wragg (PW) – Deputy Chair	Apologies Apologies Tentative Apologies Apologies
Advisors to the Board:	Terence Herbert (TH) Susie Kemp (SK)	Apologies
Observers to the Board:	Cllr Pauline Church (PCh) Cllr Gary Sumner (GS)	
In Attendance:	Claire Alexander (CA) Phil Clement (PC) Sam Fox (SF) Karen Leigh, BEIS Representative (KL) Debby Skellern (DS) Leanne Sykes (LS) Philippa Venables (PV) Dragana Houston (DH)	Apologies Apologies
Guests:	Alison Robinson (AR) – Wiltshire Council, representing Leanne Sykes	
Chairman:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	



Board Directors' Private Session					
Item	Timing	Topic	Paper No.	Lead	
1.0	9am	<ul style="list-style-type: none"> GPIF report <ul style="list-style-type: none"> Recommendation to the Board to approve a loan; Update on discussions at the GPIF Working Group 	Paper 1.0	PC	For approval
2.0		<ul style="list-style-type: none"> Review of notes from private session of the Board on 22 July and minutes from the Directors-only Board of 6 August 2020. 	Paper 2.1 Paper 2.2	PJM PJM	For approval For approval
	9.25am	End of Directors' private session			
	9.30am	Start of Public meeting			
1.0	9.30am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.35am	Review of Draft Board Minutes of 22 July 2020.	Paper 2.1	PJM	For approval
2.2		Matters Arising not covered in the agenda: <ul style="list-style-type: none"> Skills Plan - DH to modify the document as per Directors' comments. COMPLETED BEIS LGF Finance Review - CA would update slides to circulate to Board when there were any significant changes. COMPLETED 	Verbal	PJM	For noting
3.0	9.40am	Tribute to John Mortimer, Board Member and Chair 2015-2020	Presentation	PJM PB	
4.0	10am	Submitted questions	Paper 4.0	PJM	
5.0	10.10am	Chief Executive's report Update to the Board including: <ul style="list-style-type: none"> Post Covid Recovery Planning Implementing LIS Projects Board recruitment SWLEP staffing structure Update on Governance Structure and membership of SWLEP Ltd SWLEP Budget 	Paper 5.0	PB	For discussion



Item	Timing	Topic	Paper No.	Lead	
6.0	10.40am	Labour Market Intelligence	Presentation	DH	For noting
	11am	Comfort Break			
7.0	11.15am	SWLEP Dashboard – an information management tool	7.0	DH	For approval
8.0	11.35am	Local Growth Deal			
8.1		<ul style="list-style-type: none"> • BEIS LGF Finance Review • LGF Business Cases for approval: 	Paper 8.1	CA	For approval
8.2		<ul style="list-style-type: none"> ○ Salisbury River Park (The Maltings) Outline Business Case 	Paper 8.2	CA	For approval
8.3		<ul style="list-style-type: none"> ○ People Friendly Salisbury Full Business Case 	Paper 8.3	CA	For approval
8.4		<ul style="list-style-type: none"> • Project Highlight reports 	Paper 8.4	CA	For noting
9.0	12.20pm	GPIF Loan Fund Report	Paper 9.0	PC	For noting
10.0	12.25pm	AOB	Verbal	PJM	
		Date of next Board meeting: Extraordinary Board Meeting Thursday, 15 October 2020 via video conference		PJM	
		Future Meeting dates Wednesday, 25 November 2020 BuildIt Suite, National Self Build and Renovation Centre OR via video / telephone conference Proposed meetings for 2021: Thursday, 28 January Thursday, 25 March 26/27 May 21/22 July 29/30 September 24/25 November		PJM	
	12.30pm	Close of Meeting			



In attendance:	Board Members: Paddy Bradley (PB) Mandy Clarke (MC) Andrew Gudgeon (AG) Carole Kitching (CK) Becky Middleton (BM) Paul Moorby (PJM) - Chair Alison North (AN) Alex Reed (AR) David Renard (DR) Mark Smith (MS) Keeran Vetrico (KV) Philip Whitehead (PWh) Peter Wragg (PW) – Deputy Chair	Board Advisers: Susie Kemp (SK) – arrived 9.40am Observers: None
Apologies:	Amanda Burnside (AB) Pauline Church (PCh) Alistair Cunningham (AC) Sam Fox (SF) Doug Gale (DG) Karen Leigh (KL), BEIS representative Cllr Gary Sumner (GS)	
Guest(s):	Col Nev Holmes (NH) and Duncan Attwell Leanne Sykes and Rory Bowen, Wiltshire Council Claire Alexander (CA) / Dragana Houston (DH) and Debby Skellern (DS) of SWLEP Philippa Venables (PV), Swindon Borough Council (SBC)	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Via conference call	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board Appointment	
	<p>The meeting opened at 9.30am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of the standing items which were noted below:</p> <ul style="list-style-type: none"> • PW’s Conflict regarding the LGF General Account for the Royal Artillery Museum (RAM) as he is a trustee of RAM; • AR’s standing Conflict as Catalent was an Anchor Employer for the Institute of Technology (IoT); and • CK’s standing Conflict as New College was involved as a provider in the Institute of Technology (IoT). 	



Item	Narrative	Deadline																					
	<ul style="list-style-type: none"> PJM's Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (TGVCIC) with reference to Swindon Borough Council's Rapid Transit project. 																						
2.0	Review of minutes and matters arising																						
2.1	The minutes of the Board Meeting held on 21 May 2020 were reviewed and approved. Minor corrections had been received from PV. CA would be checking and advising DKH accordingly.																						
2.2	<p>Matters Arising not on the agenda:</p> <ul style="list-style-type: none"> CA to provide a report back to Board, giving an update report for the last year on finance and outputs reports. The Paper provided for this meeting would give an update on the issues. PB to ascertain Directors' views via email and advise decision regarding the Governance Framework. DS confirmed the remote voting outcome as below. <table border="1"> <thead> <tr> <th>The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Agree to replace in the Governance Framework text 'Board 'Members' with 'Board 'Directors'</td> <td>15</td> <td></td> </tr> <tr> <td>Approve the revised Governance Framework July 2020</td> <td>14</td> <td>1</td> </tr> <tr> <td>Approve the Standing Members terms of reference</td> <td>15</td> <td></td> </tr> <tr> <td>Approve the Strategy Committee draft terms of reference</td> <td>15</td> <td></td> </tr> <tr> <td>Approve the Performance Committee draft terms of reference</td> <td>14</td> <td>1</td> </tr> <tr> <td>Approve the Subgroup revised terms of reference</td> <td>15</td> <td></td> </tr> </tbody> </table> <p>There had been no abstentions. The Board noted the outcome of the vote and the new Governance Framework was now adopted.</p> <ul style="list-style-type: none"> Business Cyber Centre (BCC) – proof of concept and Strategic Outline Business Case to come to July Board. PB advised that an update and an agenda item had been set for 6 August which would cover the BCC and ICCE in more detail as more discussion was needed. PB to issue request to Directors for sponsors with response required within two weeks. Awaiting confirmation of Governance Framework 	The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:	Yes	No	Agree to replace in the Governance Framework text 'Board 'Members' with 'Board 'Directors'	15		Approve the revised Governance Framework July 2020	14	1	Approve the Standing Members terms of reference	15		Approve the Strategy Committee draft terms of reference	15		Approve the Performance Committee draft terms of reference	14	1	Approve the Subgroup revised terms of reference	15		
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	<p>vote prior to issue. As the new Governance Framework was now adopted, confirmation of Directors to step up for specific roles was requested. The new Framework formalised the military and education sectors on the Board. The military could nominate its representative and its involvement was very much appreciated.</p>	
3.0	Submitted Questions	
	<p>SWLEP had not received any submitted questions from the public for this meeting.</p>	
4.0	Post Covid-19 Recovery	
4.1	<p>Recovery planning through the Local Industrial Strategy:</p> <p>Skills Plan PB introduced the item. Skills development for young people and reskilling and upskilling of the working population was crucial. Some sectors of the economy had been badly hit with redundancies releasing people into unemployment. We needed to provide support and offer opportunities for further skills development. These elements had been reflected in the Skills Plan which had been approved by the Skills & Talent Subgroup and was recommended to the Board. A Working Group had been established to draft the plan which included a cross-section of stakeholders such as providers and employers, as a key element was to produce a balance between supply and demand.</p> <p>DH spoke to the meeting. The Skills Plan sat within the People Foundation of the Local Industrial Strategy (LIS) and was drafted with a strong evidence base behind it. The two strategic priorities outlined in the Plan were:</p> <ul style="list-style-type: none"> • maintaining the balance between the skill supply and demand; and • enhancing inclusive growth. <p>Ensuring an increase in aspirations was key in getting more people through Higher Education and into highly skilled jobs. Low aspirations impeded social mobility with reduced educational achievement and employment outcomes. The workplace would continue to evolve, so gathering intelligence was important to ascertain the level of skills required and the appropriate provision in the education landscape. Employee health overall was included. The Plan was not a static document but would continue to evolve as situations changed.</p> <p>There was a good discussion about the Skills Plan, which was welcomed given the present circumstances. A request was made for the role of the Local Authorities to be acknowledged in working with employers for apprenticeships.</p>	



Item	Narrative	Deadline
4.2	<p>The impact of Covid-19 was included in the strategy and by using live intelligence, we could adapt the plan to prepare for a second wave as and when necessary. Hospitality and tourism sectors had been particularly affected. Those doing well were cyber and health & life sciences. SWLEP would be monitoring developments and live intelligence was more important now than ever.</p> <p>The request was made for the response to Covid-19 to be captured in the action plan. There were some short-term initiatives active at present so these should be investigated to ascertain what was successful in the area and monitored at the Skills & Talent Subgroup. This could be turned into long-term impact.</p> <p>There was a big opportunity post-Covid to engage with as many businesses, schools and colleges through the Careers Hub as possible. Investing in careers education and engaging the business community more in education was an aim of the Swindon & Wiltshire Careers Hub. We need to build on fantastic examples of individuals to ensure we go beyond good individual relationships between education providers and businesses and ensure business/education co-operation is systemic. We wish to remove the risk of a post-code lottery by embedding awareness of the world of work and all necessary relationships into the education system. The advice and guidance needed to be sharp, so students understood the choices. Engagement with parents was also necessary. Everyone should have access to life-long learning.</p> <p>Action: DH to modify the document as per Directors' comments.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Draft Skills Plan July 2020; and APPROVED the Draft Skills Action Plan July 2020.</p> <p>Implementing Local Industrial Strategy (LIS) Projects</p> <p>MHLG had requested ideas for accelerating existing projects or even new projects which could be delivered to very tight timescales, by March 2022. This was called the Getting Building Fund. SWLEP's future activity must be determined by the LIS and implement projects identified in it. To that end, SWLEP had put forward:</p> <ul style="list-style-type: none"> • the Business Cyber Centre; • Swindon's Carriage Works; and • Porton Science Park Phase 2. <p>The Carriage Works, based next to Swindon station, enabled innovation and incubation space, was nearly full, well regarded and doing well. The money would be used for the next stage of development and lead to more university led work in the area with 290+ jobs.</p>	



Item	Narrative	Deadline
	<p>The MoD had withdrawn the offer of land for The Royal Artillery Museum (RAM), so therefore the Trustees had withdrawn the request for LGF funding. This would release £1.35m back for reallocation. The proposal was for £1.3m to be allocated to Salisbury’s People Friendly Streets scheme, whilst retaining £50,000 to be used for further feasibility work into the Innovation Campus for the Circular Economy (ICCE) and the hydrogen demonstrator.</p> <p>The pressure of the LGF review would mean that these schemes had to be contracted quickly. SWLEP had been allocated up to £9.7m from the £900m pot and the Government wanted to start in the summer. The majority of the project needed to be completed and monies spent by March 2022. The Section 151 Officer had to sign up to the projects, but this was difficult when details, such as business cases, for these new projects were not available. So, an opinion was requested.</p> <p>The meeting was advised that the People Friendly Streets project was being implemented via an Emergency Traffic Order. Cars were cutting through the City Centre, but not stopping, to avoid the ring road. This project would provide a better ambience with controlled access for vehicles. Wiltshire Council was working with disability organisations which had raised concerns. This pilot scheme would start in September and if successful could be rolled out across all the towns in Wiltshire.</p> <p>The Chair was disappointed that the RAM project was not in a position to go ahead but putting the money to the Salisbury People Friendly Streets was a fantastic alternative. PW stated that the RAM project was stalled, not cancelled, and they would be back at a future date.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: ENDORSED the submission of three projects for the next stage of appraisal by Government for access of up to £9.7m in total, with £3.7m allocated to the Business Cyber Centre, £4m to The Carriage Works and £2m to Porton Science Park Phase 2; ACKNOWLEDGED the removal of the Royal Artillery Museum (RAM) as a project within the SWLEP’s local growth fund; RE-ALLOCATED the £1.35m from the RAM project to enable further development of projects within the Local Industrial Strategy (LIS) as follows:</p> <ul style="list-style-type: none"> • £1.3m to the Salisbury City Centre – People Friendly Streets projects which was included in the list of projects submitted to the Ministry of Housing, Communities and Local Government (MHCLG); • £0.05m to be retained by the SWLEP under its freedoms and flexibilities with the SWLEP CEO authorised to fund 	



Item	Narrative	Deadline
4.3	<p>the urgent further development of business cases to support the LIS priority projects.</p> <p>Growth Hub updates</p> <p>CA updated the meeting on the Growth Hub and access to the presentation given can be made by using the following link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-july-2020---growth-hub-update.pdf?sfvrsn=2d393b9a_4</p> <p>The Growth Hub had made a significant amount of progress and an increase in staff numbers and therefore a change in structure was now being implemented. The SME Competitiveness Programme was being mobilised. Some additional roles had already been recruited, but more vacancies were on the website for specialists within Finance and Digital for other support funding.</p> <p>SWLEP was now in its last year of capital projects via LGF. Although it is hoped more capital funding would be forthcoming, the Growth Hub was becoming the prominent element of the work of the SWLEP. BEIS had been impressed with the commercial and modern approach to business support in the SWLEP area. CA thanked the Local Authorities for their support. Partnership working between the public and private sectors was very important.</p> <p>The Growth Hub was congratulated for its response during Covid-19. AN, as Chair of the Growth Hub Governance Group, thanked staff for their hard work in the current circumstances.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: READ and DIGESTED the information to gain a broad understanding of the Growth Hub’s work in light of the pandemic and going forward.</p>	
11am	Comfort break	
5.0	Local Growth Deal	
5.1	<p>Local Growth Deal</p> <p>BEIS LGF Finance Review</p> <p>CA spoke to the paper and the presentation can be accessed via the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-july-2020---lgf-review.pdf?sfvrsn=65de4b42_4</p>	



Item	Narrative	Deadline
5.2	<p>2/3 of the Government grant for FY 20/21 had been released on 13 May, but 1/3 had been withheld and was under review. The inference was that projects may become at risk and monies would be clawed back if insufficient progress was made. A Covid-19 Impact Register had been developed to monitor the situation.</p> <p>The status of elements of the Chippenham Station Hub project appeared to be different from the information originally submitted by officers and included in the return to BEIS. CA is in the process of confirming that the Sadlers Mead element of the Station Hub was actually contracted (£5.19m). In an update at the meeting, PWh stated that he had been notified that the Sustainable Transport project within Chippenham Station Hub was now also contracted (£1.94m). The BEIS Review Meeting would take place in September and, if successful, the monies would be released in October. SWLEP was being proactive with BEIS and offering ongoing updates on the situation ahead of the Review. SWLEP's reputation with Government would suffer if the Review were not successful.</p> <p>An update was requested and given on A350 Yarnbrook / West Ashton project. Issues had been escalated with the developer and meetings requested. This was a major strategic housing scheme and would affect Wiltshire Council's long-term local plan. This project would remain at RAG rating RED until was it sorted with the developer. This project remained Wiltshire Council's highest risk, with Chippenham Station Hub and The Maltings causing less concern. As this project had been slow prior to Covid-19 it was difficult to see that this situation would change over the next six months. All efforts were collectively going into getting the money contracted. The Yarnbrook project remained a significant concern.</p> <p>Action: CA would update slides to circulate to Board when there were any significant changes; and PWh would provide updates on the situation when available.</p> <p>A report was being prepared for Karen Leigh, SWLEP's BEIS Representative, on the status of the projects. This could be circulated to Directors. SBC's Officers had provided all the necessary detail and were confident that the money could be contracted and spent by the deadline and all schemes would be delivered. SK thanked the meeting for recognising all the hard work put in by Officers to reach this stage.</p> <p>The Maltings update from scheme promoter CA spoke to the paper. The Maltings scheme had been adversely affected by Covid-19 as the hotel promoter had withdrawn its involvement, so Wiltshire Council was submitting a revised proposal.</p>	



Item	Narrative	Deadline
5.3	<p>The previous scheme had allocated £2m towards flood alleviation. River Park, the new scheme, had the backing of the Environment Agency (EA) and the total flood alleviation project would cost £18m. 60% would be met via a flood defence grant, needing a match requirement. LGF funding would achieve this match and £5.26m would be forward-funded to EA. This was in response to a climate emergency but would also increase the number of homes with flood protection. The outputs in the 2016 scheme had been 200 houses, whereas this scheme provided 457 homes. The Full Business Case would come to the September Board Meeting once reviewed by the ITA. Other LEPs had used LGF monies for flood alleviation schemes and it was also a category for the new money.</p> <p>Last year the Environment Agency (EA) had revised the flood maps for Salisbury and the impact levels had been changed significantly. The City Centre had been very close to flooding four or five times over the last few years. There were many advantages to the scheme, with the EA taking a more prominent role than Wiltshire Council. The Agency was absolutely behind the scheme and keen to get it completed. The funds would be transferred straight to the EA, so the spend and contracting profile would be easy to fulfil and the EA would deliver the scheme. The involvement of a Government agency like EA gave us greater confidence of being able to use the money and would give good quality homes within a good environment and benefit the city centre.</p> <p>The Directors were in favour of this allocation, but requested assurance on the level of control over the EA. The Funding Agreement with the EA would be through Wiltshire Council against a set of deliverables and outputs. If the FBC did not reach approval at the September Board Meeting, the money would still be SWLEP's responsibility.</p> <p>PW stated that he would discuss the hotel for The Maltings with SF/RB offline if it were still appropriate.</p> <p>The Swindon & Wiltshire Local Enterprise Board: APPROVED the revised Maltings scheme to be known as River Park, in order that a full business case can be prepared.</p> <p>LGF Business Cases for approval:</p> <p>Rapid Transit UTMC Full Business Case</p> <p>CA spoke to the paper and advised that the Outline Business Case had been approved at the May Board Meeting and the ITA considered this to be a sound project. Swindon Borough Council (SBC) had readdressed the issue around spend and was looking to progress to award letters within the month. There was a potential risk associated with the project and increased costs when excavations were carried out for the signposts; it depended on</p>	



Item	Narrative	Deadline
	<p>what was uncovered during these excavations. SBC was confident it would go out to tender and set contract in place quickly.</p> <p>Overall, there was general support for the project. This project was infrastructure / movement of people and the question was raised whether projects such as these should be reviewed in the light of Covid-19 and whether they would still be of value post-Covid. Although it was thought that some projects would be impacted, there was no evidence at present and road usage was anticipated to be up to 70% of pre-Covid levels. This project would work towards hitting the green economy and job creation. There was a national fund of £350m to support the green economy and more focus towards NetZero. There would be more demand and need for pedestrian and cycleway support and other means of public transport to reduce traffic on roads.</p> <p>A point was raised about a potential change in legislation which may allow e-scooters to be legal. E-scooters were being trialled in Teeside, but the question was how this would be managed alongside pedestrian routes and with car traffic. SWLEP would keep a watching brief. There had been an increase in cycle use owing to Covid-19, so should SWLEP accelerate any schemes and provide additional funding? SWLEP had already funded pedestrian and cycle routes in Swindon and a Sustainable Transport project in Chippenham and now Salisbury's People Friendly Streets.</p> <p>Future capital projects would have greater emphasis on non-vehicle transport. Although Wiltshire Council was very supportive of walking, cycling and horse riding, people should be mindful of routes around the county as it was more difficult in rural areas than in an urban environment. Only 1% of the county's population used a cycle for work. The meeting was also asked to be careful of the current increase in cycling as this may be from people who had been furloughed etc and may not be a permanent situation. Market towns were comparatively small and allowed walk to work, so Wiltshire Council had increase walkways, such as Bumpers Farm to Chippenham Town Centre and routes around Bradford-on-Avon.</p> <p>DA asked about the project to increase cycleways around the military communities. Although the project had gone quiet recently, PB advised that it was in SWLEP's pipeline of projects. Swindon was very supportive of these types of initiatives but advised that these would affect bus companies' revenue. They were currently operating at a third capacity and were not making any profit. Keep watching brief over the next few months.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case for Rapid Transit UTM in order that the project can proceed and complete, this being the third and final element within the overall scheme; and</p>	



Item	Narrative	Deadline
5.4	<p>NOTED that the UTMC element of the Swindon Quality Bus Corridor scheme, known as Rapid Transit, is £1.25m (was £1.6m) with £275k already spent. Approval of the FBC unlocks a further £975k of anticipated spend. SBC has advised that award letters will be progressed within a month of FBC approval, with the remaining £460k to be awarded through call off contracts of which the vast majority, if not all, will be done within a month of the Board approval, thus moving the project to fully contracted status.</p> <p>M4 Junction 15 Full Business Case CA spoke to paper and explained that Highways England had worked very hard with SBC to meet the deadlines set. LGF spend would be completed by March 2021 and the project itself would be completed after that date. This was an example of strong multi-agency working. All but one of the objections to the Traffic Regulation Order had fallen away. SBC stressed the strategic importance of this project for growing the economy and the future of East Swindon.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case in order that the project could proceed and that the LGF contribution, £3m, could be contracted and spent during the 20/21 financial year.</p>	
5.5	<p>Commissioning Group Project Highlight reports CA spoke to the paper and summarised the RAG rating status of the projects as follows:</p> <ul style="list-style-type: none"> • there were 28 live projects; • 14 were at GREEN; • nine were at AMBER GREEN; • four were at AMBER RED; and • One was at RED. <p>Two of the AMBER RED projects had already been discussed in detail in the section above, Chippenham Station Hub (Item 5.1) and The Maltings (Item 5.2). The two remaining projects at AMBER RED came under the Department of Transport (DfT) retained schemes. These were complex projects which fell outside the LGF project monitoring, being the White Hart Roundabout and the Southern Connector Road. Both projects were making progress and CA thanked the officers and project managers for their work in getting the projects on track. A Covid-19 Risk Register was being maintained to monitor the evolving situation.</p> <p>Two Growing Places Infrastructure Fund (GPIF) loans had now been issued with:</p> <ul style="list-style-type: none"> • Pops Partnership Ltd; and 	



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	<ul style="list-style-type: none"> Clinical Partners Limited <p>The Swindon & Wiltshire Local Enterprise Partnership: NOTED the contents of the paper.</p>	
6.0	AOB	
	<p>The Chair advised the meeting that Becky Middleton had stood down as a Director of the SWLEP Board having tendered her resignation the evening before. Thanks, were given to Becky for her time on the Board. The Chair stated that SWLEP would be interested in recruiting additional directors from the private or voluntary sectors and asked Directors to use their networks and for prospective recruits to get in touch. The SWLEP was striving for a 50/50 gender balance.</p> <p>PB advised that Alistair Cunningham, Wiltshire Council’s advisor to the Board in his capacity as Corporate Director, and latterly as Joint Chief Executive Officer, had now left the organisation. Thanks were given to Alistair for his time spent with the Board. A note of thanks and appreciation would be sent by SWLEP.</p> <p>The date of 6 August had been scheduled for an additional Board Meeting to discuss the Business Cyber Centre (BCC) and the Innovation Campus for the Circular Economy (ICCE). Owing to the nature of the discussions, the meeting would be held in private.</p>	
	Date of next meeting	
	<p>Wednesday, 23 September 2020 The meeting may again be held via video / telephone conferencing otherwise, it would be held at: The Auditorium, Aspire Business Centre, Ordnance Road, Tidworth, SP9 7QD.</p>	
	<p>Future Meetings The Board Directors to meet at 9am for a 9.30am start to the public meeting.</p> <p>Wednesday, 25 November 2020 BuildIt Suite, National Self Build and Renovation Centre</p>	
	Close of the meeting at 12 noon	



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

Board Meeting
23 September 2020
Item Number 3.0

Tribute to John Mortimer
Board Member and Chair 2015-2020



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

Board Meeting
23 September 2020
Item Number 4.0

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



Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	Chief Executive's Report		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	6

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

1.1. The report summarises a range of SWLEP activity since the last Board meeting.

2. Recommendations

2.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to note the contents of this report.

3. Detail

Post Covid Recovery Planning

3.1. Both local authorities are running efficient and effective recovery programmes, embracing the full range of activities necessary to support residents, businesses and other organisations. The SWLEP is involved mainly in the skills and employment and economy aspects of the recovery plan and is a member of the partnership boards for each council. The SWLEP's Business Representative Organisations' Group (BROG), chaired by Alison North, has become a focal point for engagement by both councils on recovery issues with the wide membership of the group. This has also led to good work to re-purpose the group and has been well-received by members.

3.2. Growth Hub Service and Programme

3.2.1. The Swindon & Wiltshire Growth Hub (GH) continues to deliver COVID-19 recovery and other business support through a series of recently mobilised programmes. Following a successful recruitment campaign, the GH team has now grown from three to 13 in number of employees. Since making the transition into direct delivery in March 2020, the service recently reached the milestone of delivering direct support to 1,000 businesses, with c.850 being COVID-19 related queries, excluding the thousands of GH website visits and interactions. GH

continues to work in close collaboration with strategic partners including Local Authorities to deliver key information, advice and guidance around the support available including the various grants. In addition, GH actively seeks feedback from the business community to feed into a weekly Business Intelligence report for the Department for Business, Energy & Industrial Strategy (BEIS).

- 3.2.2. It is a period of exciting change and growth for the whole service. The growth is reflected in website traffic, which at 7,904 visitors to the site between 1 June and 31 July, up 75% on the same period last year. Extending our social media presence to Instagram is also potentially the reason for the significant change in age profile of our visitors with over 40% now in the 18-34 age bracket.
- 3.2.3. **Growth Hub Core** – Funded by BEIS, continued work on maximising the digital business support offer available via the GH website whilst developing communications across all programmes and alignment with general SWLEP and Local Industrial Strategy is ongoing. A weekly Business Intelligence report is compiled and submitted to BEIS which details both economic risk and opportunity in the SWLEP region. In addition, the service continues to report output metrics and will soon be compiling and submitting a half-year report to BEIS.
- 3.2.4. **SME Competitiveness Programme** – Having successfully recruited three Business Navigators and a Programme Co-ordinator, with a contract value of £2.4m, this flagship ERDF business support programme is live and operational. Referrals are being made from the Business Navigator team into the delivery partners across the three elements of:
- 3.2.4.1. Pre-start/start-up (YTKO)
- 3.2.4.2. Scale-up/Growth (SETSquared)
- 3.2.4.3. Honda workforce facing redundancy with ambitions to start a business (Swindon Borough Council)
- 3.2.5. **‘This Way Up’** - additional BEIS funding of £257k. This recovery themed programme of support consists of webinars under three headlines of Leadership, Digital and Finance, combined with some Digital and Financial specialist support. The programme has seen the service recruit two Specialist Advisers with a dedicated Research & Evaluation Officer that will be completing an impact measurement report across the whole GH service for the financial year 20/21.
- 3.2.6. **Full-time Skills & Enterprise Adviser** to support the delivery of SWLEP’s skills plan and provide general skills support to businesses. In addition, through this vehicle, SWLEP has become an Intermediary/Representative for the Government’s Kickstart work placement scheme.
- 3.2.7. **Peer Networks** – anticipated funding of £147k. This programme has a focus on ‘action learning’ in a sector specific group environment and following the successful recruitment of a Project Manager, the service is now recruiting mentors and

facilitators to lead 10 sector specific groups including Cyber, Women, Under Represented, Retail and Rural.

- 3.2.8. **ERDF Visitor & Wider Economy Grants - £380k** – Swindon & Wiltshire has been allocated £380k as part of a national programme of £30m to support the Visitor and Wider Economy. We will distribute to eligible businesses through a voucher-type scheme affording businesses specialist support in areas such as HR and Legal. The application window opened for grants on Monday 14 September 2020 and at the time of writing this report 28 applications have been received. A full-time Programme Co-ordinator has been recruited and has supported the shaping of the system and process.

Implementing Local Industrial Strategy projects

- 3.3. **Getting Building Fund (GBF)** – the SWLEP has been awarded £9.7m to progress three projects identified in our Emerging Local Industrial Strategy (ELIS). We anticipate receiving documentation shortly about the conditions for use of the funds.

3.3.1. The Ministry of Housing, Communities and Local Government (MHCLG) is expecting to send out Grant Offer Letters and make payments to Accountable Bodies by the end of September.

3.3.2. Payment will be 50% of each LEP's allocation.

3.3.3. We can expect that the grant offer letters will include:

- 3.3.3.1. expectation that the funding awarded will be used to support the agreed GBF projects, and to secure the outcomes set out in the GBF announcement;
- 3.3.3.2. expectation that all funding allocated in the financial year 2020-21 would be expended by 31 March 2021 (with accountable bodies having use of the usual freedoms and flexibilities);
- 3.3.3.3. funding used in accordance with assurance frameworks;
- 3.3.3.4. quarterly reporting on metrics / outcomes (in line with existing approach to LGF);
- 3.3.3.5. LEP and Accountable Body to communicate outcomes of the GBF, using existing branding guidelines to ensure local communities understand how Government funding is spent; and
- 3.3.3.6. we can reliably anticipate that GBF delivery will form part of the annual performance review process, and BEIS will want to be reassured of delivery ahead of the second instalment of the remaining 50%.

- 3.4. Work continues on the three projects funded through the GBF. Progress is very good in relation to the Business Cyber Centre (BCC) and the Innovation Campus for the Circular Economy (ICCE). There is already considerable planning in place for Porton Science Park phase 2 based on a recent bid for European Regional Development Funding. We are meeting with Wiltshire Council as the scheme promoters to build GBF expectations into the existing plan.
- 3.5. We have developed four strategic outline business cases for projects concerning new energy vehicles and hydrogen technology. We are now in a position to seek Board approval for their development to the next stage of outline business cases.
- 3.6. It is proposed that we hold an extraordinary Board meeting on 15 October, where the main part of the agenda will taken up by reviews of outline business cases for the Business Cyber Centre and the Innovation Campus for the Circular Economy and the strategic outline business cases for projects under the banner of the ELIS strategic opportunity of new energy vehicles and hydrogen technology.

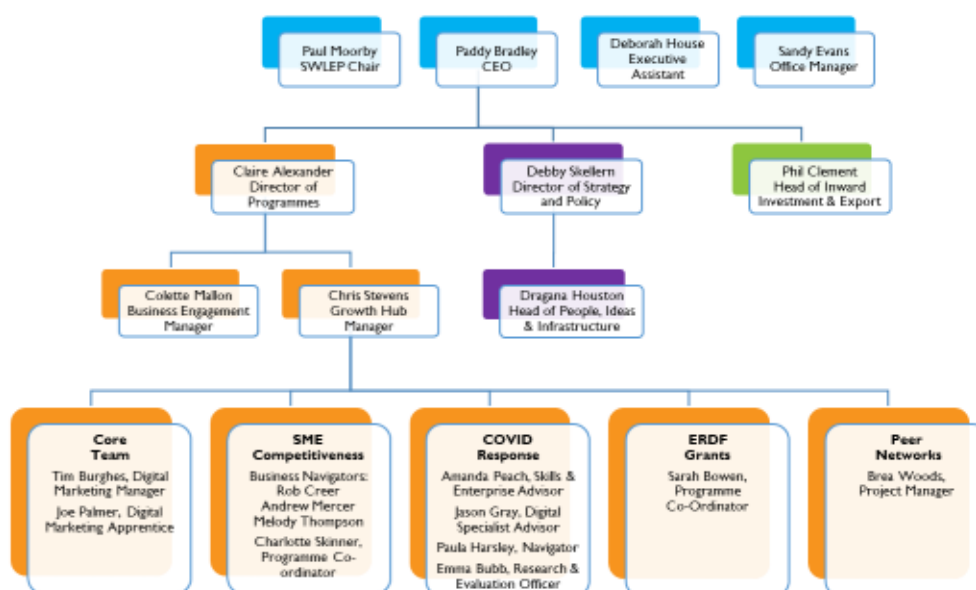
Board Recruitment

- 3.7. We have four key drivers to maintain a focus on Board recruitment:
 - 3.7.1. increasing the balance of skills represented on the Board;
 - 3.7.2. increasing the capacity of the Board to service effectively the governance framework;
 - 3.7.3. the need for succession planning; and
 - 3.7.4. achieving a 50:50 gender balance on the Board by 2022.
- 3.8. Currently, I am engaged in early discussions with people interested in Board director roles from a range of businesses and organisations – legal, voluntary sector, health and higher education.

SWLEP Staffing Structure

- 3.9. For information, the diagram below shows the current SWLEP staffing structure.

Operating Structure



3.10. The colours refer to funding sources and operational responsibilities. The light blue is executive and administration; orange, programme delivery, purple strategy and policy and green, investment and export.

Governance structure

3.11. The Director of Policy and Strategy has contacted the Directors and had a response back from most. It has demonstrated that fact that we need to extend the Board and recruit additional directors in order to oversee the breadth of the work SWLEP undertakes.

3.12. With the new subgroups coming on stream, we will look at the number of working groups in operation to see if we can work more efficiently. For example, given the breadth of business support work SWLEP is undertaking, the proposal is to review the Growth Hub Governance Group (GHGG); the work of the Growth Hub and business support programmes would be overseen by the Business Environment Subgroup, the latter would also have oversight of the Rural Economy work. The GHGG would therefore be disbanded if this proposal was endorsed. We are engaged in discussions to finalise the scope, purpose and membership of the groups.

- 3.13. The Director of Policy and Strategy has developed further a simplified guide to the SWLEP Governance Framework. She will circulate a draft for comment by the end of September.
- 3.14. We have begun a campaign to attract businesses to become members of SWLEP Limited. To date, we have had responses from five businesses in Wiltshire asking for more information after the invitation to become involved was sent by Wiltshire Council to its 100+ companies with which it maintains a strategic relationship. Swindon Borough Council is also sending the invitation to 25 of the businesses with which it maintains a similar relationship.
- 3.15. The Director of Policy and Strategy is following up with these contacts, at least one of whom has also expressed an interest in closer involvement with the SWLEP.
- 3.16. Thanks to both Councils for their support.
- 3.17. We are likely to identify possible members of SWLEP Ltd from the SME community through the work of the Growth Hub.
- 3.18. Once we have a good range of members, we can hold an Annual General Meeting, which is a requirement of BEIS, but is not a requirement of the Companies Act.

Budget

- 3.19. We have now received the management accounts for 2019-20 from the Accountable Body. We are seeking clarification on a few points.
- 3.20. Wiltshire Council has transferred £925k to our bank account, retaining a further £250k until the half-year point of the financial year before transferring it across.
- 3.21. We have a larger staffing budget in the region of £90k per month, but a much larger income to compensate, as illustrated by the funding now coming to the Growth Hub.
- 3.22. Budget management and reporting has been frustrating this year, but I am now in a position to present a budget report to the Board at the proposed extraordinary meeting on 15 October.



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

Board Meeting
23 September 2020
Item Number 6.0

Presentation:

Labour Market Intelligence



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	SWLEP Dashboard		
Attachments:			
Author:	Paddy Bradley / Dragana Houston	Total no of sheets:	9

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

- 1.1. To present the mock-up of the SWLEP Dashboard, including metrics and visual presentation, for approval by the SWLEP Board.

2. Summary

- 2.1. The SWLEP Dashboard has been developed as an information management tool that will be regularly updated and publicly available on the SWLEP website.
- 2.2. The Dashboard will be used to track:
 - 2.2.1 the progress of our projects, in terms of red / amber / green status; this will include Local Industrial Strategy projects, split into the five foundations of productivity, and the Local Growth Deal projects;
 - 2.2.2 the health of our organisation; and
 - 2.2.3 a set of national indicators, showing how the SWLEP is changing over time and compared to the national average.
- 2.3 The Dashboard will feature strong visuals, simplifying complex data and creating awareness of our performance swiftly.

3. Recommendations

It is recommended that the Swindon & Wiltshire Local Enterprise Partnership Board approves the SWLEP Dashboard:

- 3.1 metrics outlined in section 4.9; and
- 3.2 the mock-up shared in the Appendix A.

4 Detail

- 4.1 The SWLEP Dashboard is intended to provide a comprehensive snapshot of the SWLEP's performance, at a glance, through a series of financial and operational indicators, progress of its projects and the wider economic measures.
- 4.2 As a source of information for a wide and varied external audience, the Dashboard will be presented in an engaging and easily absorbed way.
- 4.3 While selecting the indicators to monitor, the SWLEP adhered to a number of principles. These included making sure that the Dashboard is concise, that it gives a feel for whether we are moving in the right direction, fulfilling our organisational aims and those entrusted to us by the central government, and that it does not have too much information, so as not to overload our audience with data have been among our key consideration.
- 4.4 Furthermore, it is important to note that the selected indicators come from trusted data sources and that there is a good balance between the up-to-date, local information and the structural, government data, typically published with a one- or two-year lag.
- 4.5 The SWLEP recognises that it needs to be ready to take action should any projects or other indicators continue to move in the wrong direction.
- 4.6 Whilst designing the Dashboard, the SWLEP has been mindful of the Local Industrial Strategy and the corresponding annual plans, ensuring that the metrics monitored are aligned to the organisational actions and goals, thus helping us to scrutinize the progress towards our long-term objectives.
- 4.7 The progress of the LIS and LGF projects, will be monitored through the Red / Amber Red / Amber Green / Green status, in line with the SWLEP Assurance Procedures. Each of the four levels have clearly defined criteria, with standard definitions to reduce reporting inconsistencies. The criteria used is outlined in Appendix B and the mock-up SWLEP Dashboard can be found in the Appendix A.
- 4.8 Finally, once the metrics and the mock-up have been approved by the Board, we will proceed to evaluate potential solutions to ease the production of the Dashboard. These solutions will include Microsoft Power BI, Google Reports and other suitable software packages. Strong visualisation will be one of the key consideration factors.
- 4.9 With this in mind, having reviewed numerous potential indicators, nine following groups are proposed:
 - I. LIS Ideas Programmes:
 - Swindon and Wiltshire Business Cyber Centre (RAG)
 - Innovation Campus for the Circular Economy – (RAG)
 - Porton Science Park in the list of LIS projects – (RAG)

2. LIS People Programmes:
 - Skills Plan implementation (RAG)
3. LIS Infrastructure Programmes:
 - Transport Infrastructure (RAG)
 - New Energy Vehicles (RAG)
 - Digital Connectivity (RAG)
4. LIS Business Environment Programmes:
 - Growth Hub (RAG)
 - Growing Places Infrastructure Fund (RAG)
 - Inward investment programme (RAG)
5. LIS Places Programmes:
 - Good growth for Swindon (RAG)
 - Good growth for Salisbury (RAG)
 - Levelling up opportunities in rural areas (RAG)
 - Natural Capital PhD programme (RAG)
6. LGF Programmes:
 - A350 Yarnbrook/ West Ashton
 - Chippenham Station Hub
 - M4 Junction 15
 - New Eastern Villages - A420 Gablecross
 - New Eastern Villages - Nythe and Piccadilly
 - Salisbury: City Centre Transport
 - Salisbury: Fisherton St Gateway
 - Salisbury: Illuminating Salisbury
 - Swindon Bus Boulevard
 - Swindon Cultural Quarter
 - Swindon Quality Bus Corridor (Rapid Transit)
 - The Maltings (Salisbury)
 - Ultra-Fast Broadband
 - Wiltshire College – Lackham
 - Wiltshire College – Salisbury



7. LEP Company Health

- Quarterly income vs. previous year
- Quarterly expenditure, actual vs. budgeted
- Number of FTEs
- Number of businesses engaged with

8. Labour Market Indicators

- Job and apprenticeship vacancy trends for SWLEP and England, highlighting fastest growing and fastest declining occupations (Labour Insights)
- Claimant count as % of 16-64 residents, SWLEP vs. England (NOMIS)

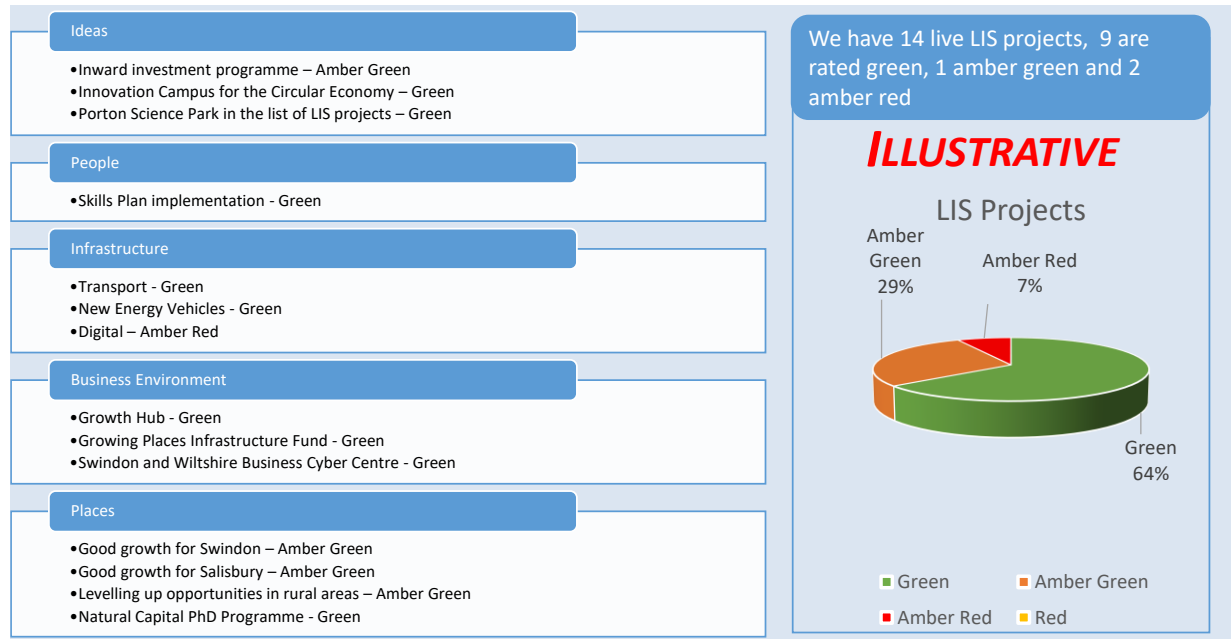
9. Indirect Performance Indicators

- Population number, number of jobs, GVA, import / export value (EMSI based on Government data)
- Business demography (ONS)
- Number of businesses by size / industry (ONS)
- Unemployment rate (ONS)
- Employment by industry (ONS)
- In-demand skills (EMSI)



5 Appendix A: SWLEP Dashboard Mock-up

Section 1: LIS Projects

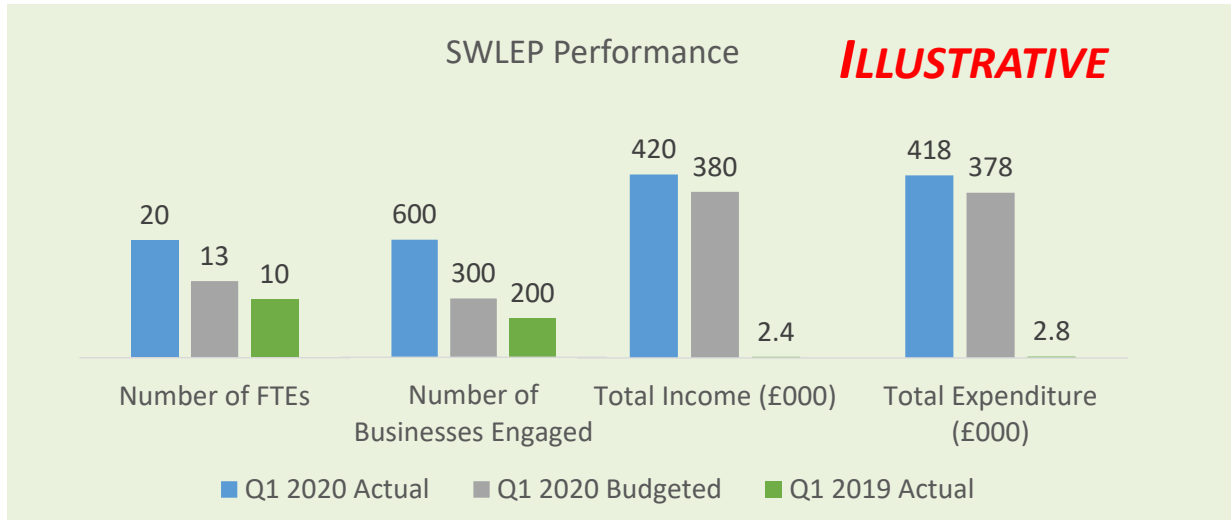


Section 2: LGF Projects

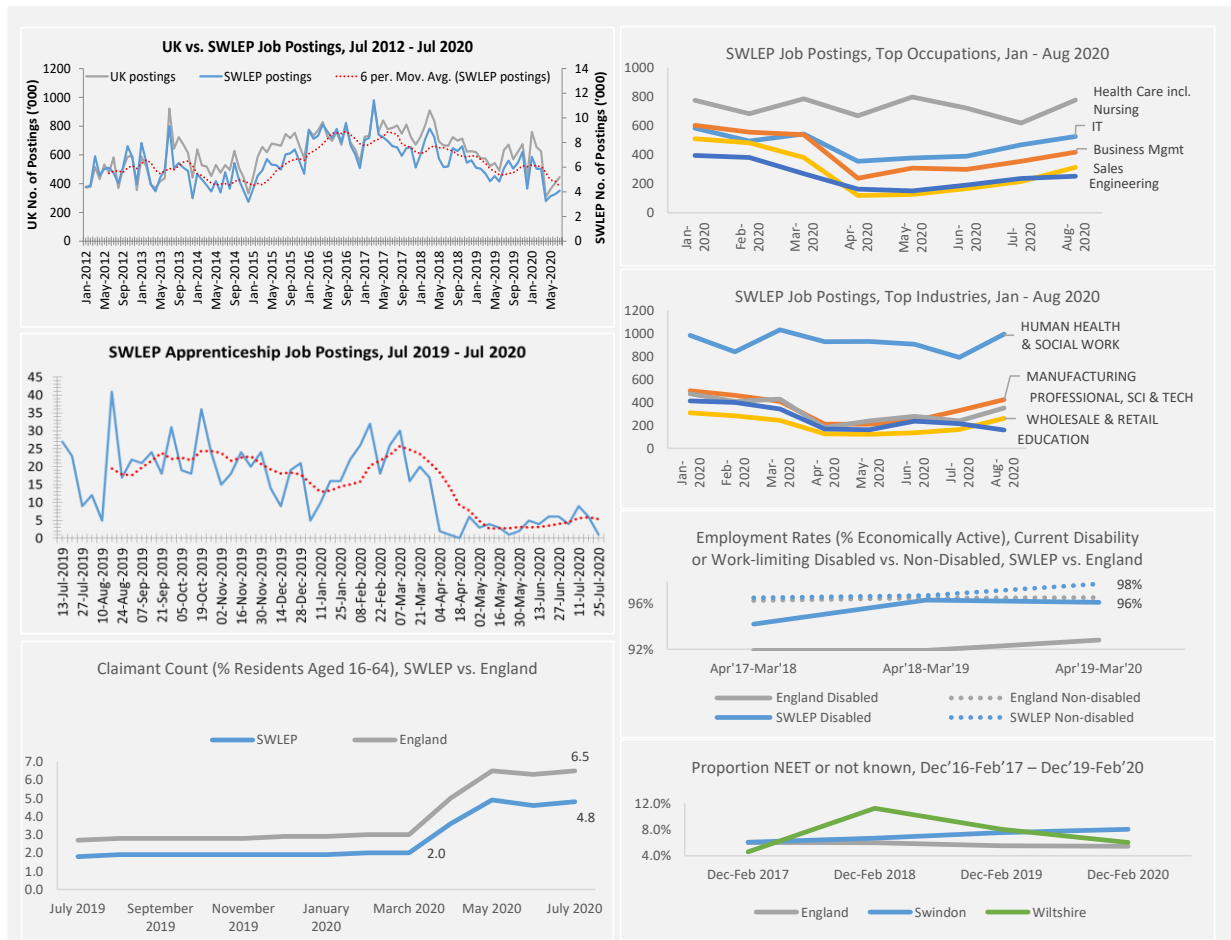




Section 3: SWLEP Performance

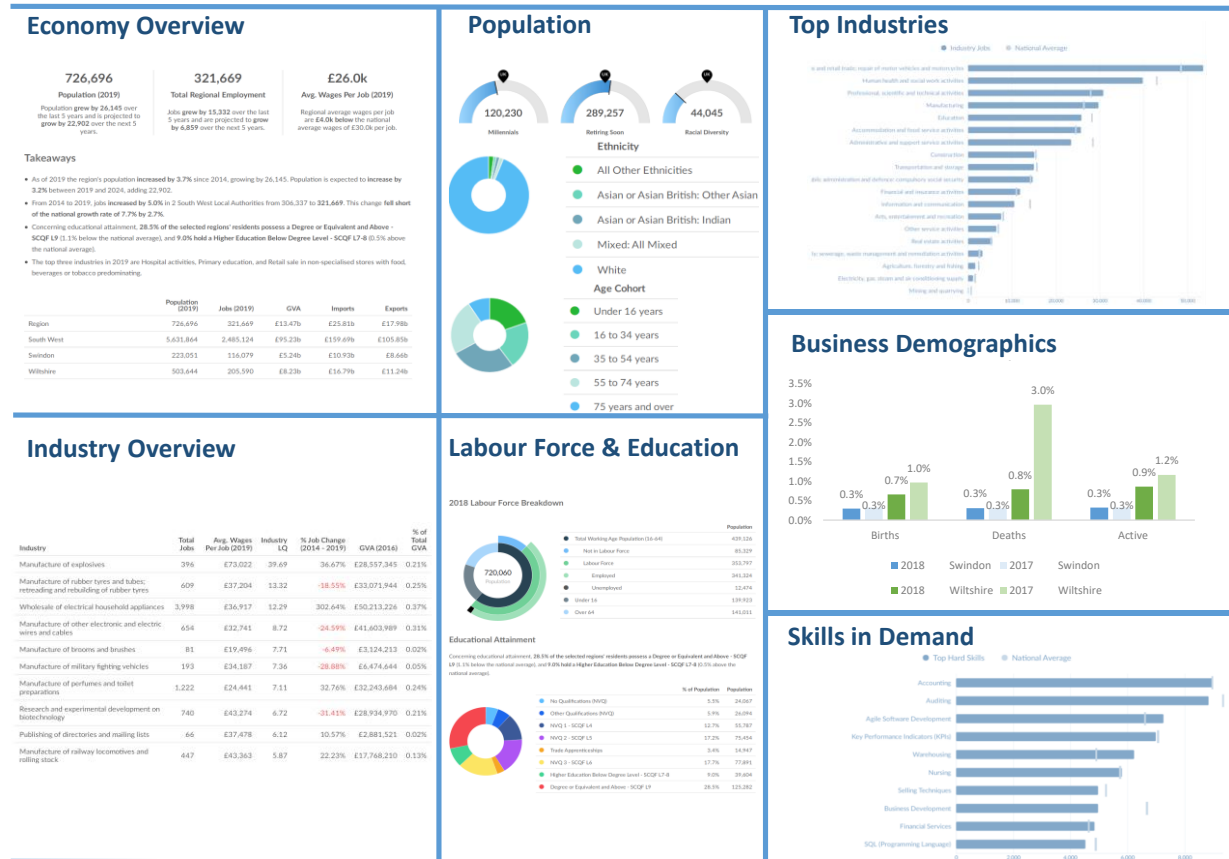


Section 4: Swindon & Wiltshire Labour Market Intelligence





Section 5: Swindon & Wiltshire Indirect Performance Indicators





6 Appendix B: RAG Status Definitions

		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 into 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.

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

RAG rating	Cost	Scope	Time
	All funding for overall scheme has been secured and is available to spend as required.	Deliverables and project scope remain unaltered.	Minor project slippage, but total project delivery remains on track. <30 days total slippage.
	Extra funding is required for overall project and is expected to be secured shortly (within 1 month).	Project is experiencing or is expected to experience small changes to scope and outputs delivered.	Project is experiencing or is expected to experience slippage. >30 days but <90days total project slippage
	Extra funding is required for overall project. A funding plan is in place and applications have been made but there is a risk of an unsuccessful bid.	Project is experiencing or is expected to experience major changes to scope and outputs delivered.	Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. >90 days slippage but <6 Months total project slippage.
	Extra funding is required for overall project. No funding plan is in place or applications made in order to address funding gap.	Project is experiencing or is expected to experience significant change to scope and outputs delivered.	Project is suffering significant and major delays to delivery. >6 Months total project slippage.



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	LGF Finance Report (Q1 20/21)		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	4

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

- 1.1 This paper summarises the current financial status and associated performance of the LGF grant and importantly, an update on the ongoing LGF Review.

2. LGF Expenditure 20/21

- 2.1 The LGF grant is £101.5m and £59.5m was spent during the period 15/16 through to 19/20, as confirmed in the May 2020 LGF Finance Report.
- 2.2 The original profiled spend for 20/21 was £38m and following 19/20 actuals the spend for 20/21 is now £42m.
- 2.3 The underspend carried forward into 20/21 relates to reallocated funds (£3m from Chippenham Station Hub) and the unspent £1.35m allocated to Royal Artillery Museum.
- 2.4 This underspend has been reallocated as follows: £3m to M4 J15, £1.3m to People Friendly Streets, subject to Board approval of Business Case and £50k to SWLEP for business case preparation for emerging LIS projects.
- 2.5 Spend during Q1 was £6.858m reducing the remaining spend for the year to £35.022.
- 2.6 The above figures exclude DfT projects which are reported separately, and directly to Department for Transport. Please see section 5 of this report for further information

3. LGF Review

- 3.1 On 13th May 2020, the Cities and Local Growth Unit wrote to all LEPs advising that 2/3 of the remaining LGF grant would be paid and that the remaining 1/3 was under review, with an inferred possibility of claw-back.
- 3.2 LEPs were requested to submit a detailed spreadsheet summarising all projects, including DfT projects, and the main focus of this submission was to understand the uncontracted amounts, profile of remaining spend and any spend that is likely to fall outside of the March 2021 deadline.
- 3.3 An initial submission was made on 17th June with a further submission on 12th August 2020.
- 3.4 The initial submission identified numerous issues: £29.5m of the £42m remaining LGF was uncontracted, with £4.35m to be spent post March 2021; and that three projects were considered High Risk due to profile spend and an unclear position based on the emerging impacts of the disruption caused by COVID-19. Based on this initial submission, BEIS advised that a scrutiny process would apply and that the remaining 1/3 payment would be held.
- 3.5 In preparation for the intended scrutiny process a further submission was made on 12th August 2020. This submission included Q1 spend which was £6.8m, and much progress had been made with regards to reducing uncontracted amounts and a reduction in amount to be spent post March 2021. Below is a table that summarises the improved position.

SUMMARY:	17/6/20	12/8/20	Notes
LGF Grant	71.07	70.754	Reduced by £316k, not material.
Unspent	41.83	35.022	Reduced by £6.8m, due to Q1 spend
Contracted	12.38	15.931	£3.55m now moved to contracted status
Not yet contracted	29.46	19.091	Reduced by £10.4m (spent and contracted)
Post Mar 2021	4.35	1.257	Reduced by £3m, due to reallocation/reprofiling.

- 3.6 Through these detailed submissions and subsequent improvements to contracted amounts, two projects, The Maltings and A350 Yarnbrook remain as LGF High Risk projects and require further review by the SWLEP Board.
- 3.7 Subsequent to the 2nd submission, BEIS has advised that based on the overall improved performance that the remaining 1/3 grant payment currently held will be released in October 2020. However, BEIS has raised concern over the output performance (both quantum and timings) for the LGF grant and associated schemes. Further work is required by the Local Authority Officers via the Delivery and Performance Team and a report will be presented to the Board and Performance Committee in due course.

3.8 The table below is an extract of the financial information submitted in the 2nd LGF review submission (**12.08.20**) that summarises the improved performance in detail, and for completeness.

LGF REVIEW - SUMMARY	LGF Grant 170620	LGF Grant 120820	Unspent LGF 170620	Unspent LGF 120820	Contracted 170620	Contracted 120820	Not yet contracted 170620	Not yet contracted 120820	Post March 2021 at 170620	Post March 2021 at 120820
A350 Yarnbrook/West Ashton	5.50	5.500	4.80	4.710	0.00	0.000	4.80	4.710	1.00	1.000
Chippenham Station Hub - 3rd Lift	1.50	1.500	1.34	1.343	0.00	0.267	1.34	1.076	0.42	0.000
Chippenham Station Hub - Station	1.40	1.400	1.40	1.400	0.00	0.450	1.40	0.950	0.72	0.000
Chippenham Station Hub - Sustainable	1.98	1.664	1.94	1.610	0.00	0.998	1.94	0.612	0.43	0.087
Chippenham Station Hub - Sadlers Mead	6.90	6.900	5.19	4.547	0.00	4.147	5.19	0.400	0.20	0.120
Gablecross Junction (NEV)	4.40	4.400	2.52	2.467	0.40	0.396	2.12	2.071	0.00	0.000
M4 J15	3.00	3.000	3.00	3.000	0.00	3.000	3.00	0.000	0.00	0.000
Maltings (River Park)	6.06	6.060	5.40	5.379	0.00	0.000	5.40	5.379	0.00	0.000
Nythe Road/Piccadilly Roundabout	2.93	2.930	2.45	2.420	0.50	0.496	1.97	1.924	0.24	0.050
People Friendly Streets (was RAM)	1.35	1.300	1.35	1.300	0.00	0.000	1.35	1.300	1.35	0.000
Salisbury - Fisherton Gateway	0.50	0.500	0.50	0.070	0.50	0.070	0.00	0.000	0.00	0.000
Salisbury - Illuminating Salisbury	0.10	0.100	0.05	0.049	0.05	0.049	0.00	0.000	0.00	0.000
Salisbury - Transforming Accessibility	0.25	0.250	0.16	0.160	0.16	0.160	0.00	0.000	0.00	0.000
Swindon Bus Boulevard	3.00	3.000	0.18	0.157	0.18	0.157	0.00	0.000	0.00	0.000
Swindon Cultural Quarter	0.25	0.250	0.21	0.186	0.02	0.063	0.19	0.123	0.00	0.000
Swindon Bus Corridor (Rapid Transit)	8.92	8.920	3.11	2.846	2.35	2.350	0.76	0.496	0.00	0.000
SWLEP LIS Projects	0.00	0.050	0.05	0.050	0.00	0.000	0.00	0.050	0.00	0.000
UltraFast Broadband	1.00	1.000	1.00	1.000	1.00	1.000	0.00	0.000	0.00	0.000
Wiltshire College - Lackham Campus	8.20	8.200	3.47	1.328	3.47	1.328	0.00	0.000	0.00	0.000
Wiltshire College - Salisbury Campus	13.83	13.830	3.76	1.000	3.76	1.000	0.00	0.000	0.00	0.000
Totals LGF	71.07	70.754	41.88	35.022	12.38	15.931	29.46	19.091	4.35	1.257

4. LGF - At Risk Projects

- 4.1 The Maltings, now referred to as River Park and A350 Yarnbrook/West Ashton remain as RED high-risk projects requiring further discussion and review by the SWLEP Board.
- 4.2 As at 1st September these projects remain substantially uncontracted and are material amounts >£4m.
- 4.3 River Park has £5.3m uncontracted and a revised Business Case is being presented to the September Board for review and approval.
- 4.4 A350 Yarnbrook/West Ashton, £4.7m, involves the review and formal approval of a viability assessment prepared by the developer. An update at the September Board meeting will be provided by Wiltshire Council.
- 4.5 BEIS encourages the SWLEP Board to review proposals and decisions at the September Board thoroughly to ensure that these projects are in fact deliverable and compliant with LGF Assurance Framework, and that scheme outputs are realistic and achievable. BEIS has also confirmed that any funding considered to be at risk can be, using freedom and flexibilities to be transferred into the Growing Places Investment Fund.

5. Department for Transport (DfT)

5.1 There are three live projects as shown below that sit outside of the £101.5m reporting but are funded by the overall £169.5m LGF grant. These projects are complex in their nature, delivery structure and are reported separately and directly to DfT. It is recognised and understood that these projects will complete post March 2021 and this performance is outside of the LGF Review. All figures stated in £m's.

DFT - SUMMARY	Total LGF Grant	Unspent LGF	Q1 20/21 Actual	Remaining LGF unspent
Southern Connector Road	11.60	8.57	0.18	8.40
Wichelstowe Southern Access	22.90	17.38	1.37	16.01
White Hart Junction	28.70	21.73	0.00	21.73
Totals	63.20	47.69	1.55	46.14



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	Salisbury River Park – Outline Business Case (OBC)		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets:	4

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

- 1.1. An Outline Business Case (OBC) has been produced for the Salisbury River Park project and submitted for approval.

2. Recommendation

The Board is recommended to:

- 2.1. approve the Outline Business Case for Salisbury River Park in order that the project can proceed, with the following conditions, and supporting detail fully stated within the LGF Grant Agreement:
 - 2.1.1. risk liability is fully defined and that should the scheme not progress or complete for any reason the LGF match element of £5.2m will be subject to clawback by SWLEP (exact legal mechanics to be agreed); and
 - 2.1.2. a detailed Monitoring and Evaluation Plan and Benefits Realisation Plan to be compiled and provided to SWLEP no later than November 2020, for further review by the Independent Technical Assessor.

3. Detail

- 3.1. A Strategic Outline Business Case (SOBC) was approved by the SWLEP Board in July 2020 for the revised proposal, working with the EA to define a project providing flood risk mitigation to create the favourable conditions for development of the site including a significant number of residential dwellings.

- 3.2. In line with the expectations set by the Board at its meeting in July 2020, an Outline Business Case (OBC) is now presented to the Board for approval. The OBC has been reviewed by a SWLEP appointed Independent Technical Advisor (ITA) and the ITA's comments are incorporated in this report.
- 3.3. It is proposed that in line with the SWLEP's Assurance Framework which endorses an approach to develop business cases to a level commensurate with the funding to be allocated, that the Board approves the OBC, with the conditions arising from the appraisal of the case, as the level of business planning required in this case to release funding. The total LGF allocation sought is less than one third of the total funding, with the vast majority of the remainder provided by the Environment Agency and already approved for use on the project. Approval will enable this important project to progress after the difficulties which have hit it due to Covid-19 and the downturn in the economy.

Project Description

- 3.4. The Scheme Promoter, Wiltshire Council, has been working alongside the Environment Agency (EA) over the last 18 months to plan and deliver the Salisbury River Park project, in response to the 'green corridor' principles set out in the Masterplan for the Maltings and Central Car Park.
- 3.5. There is a high level of flood risk in large parts of Salisbury City Centre which is projected to increase due to Climate Change.
- 3.6. The project will deliver essential infrastructure, providing flood risk alleviation and environmental improvements on the Maltings and Central Car Park site. These will combine to help to de-risk the site and enable high value development in the longer term by generating land value uplift as a result of the improved riverside environment.
- 3.7. Completion of the project will significantly reduce flood risk to a large part of the city centre and neighbouring areas, reducing the risk to 250 residential, 100 commercial properties and key infrastructure.
- 3.8. The project is expected to unlock 457 new residential units on the site of The Maltings and Central Car Park area.
- 3.9. The River Park project cost is £18.9m, towards which the EA have secured £11.9m through Flood Defence Grant in Aid (FDGIA) and £1m through the Local Levy. The LGF funding is required as match funding to leverage this partnership project to achieve not only the protection for existing properties and businesses, but also to de-risk The Maltings and Central Car Park site for its future development.

- 3.10. The Project had initially been allocated £6.06m of LGF funding and it is proposed that £5.2m be allocated to the EA for River Park Phase One and that the balancing amount, £178k for project management and survey costs and £682k costs already incurred remain allocated to Wiltshire Council.
- 3.11. The OBC document is structured around the Treasury's recommended green book five case model for a Business Case (strategic case; economic case; financial case; commercial case; and management case) and is available to view on the SWLEP website, through the following links:

[https://static.swlep.co.uk/swlep/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/salisbury-river-park-\(the-maltings\)/obc-master-salisbury-river-park.pdf?sfvrsn=dcdfd89f_2](https://static.swlep.co.uk/swlep/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/salisbury-river-park-(the-maltings)/obc-master-salisbury-river-park.pdf?sfvrsn=dcdfd89f_2)

Summary of the ITA's appraisal

- 3.12. The Strategic Case is broadly sound, and the scheme aligns well with the wider skills and economic objectives for Wiltshire. It clearly sets out the need for the redirection of funds and concisely explains the barriers preventing the use of the funds for their initial purpose and the impacts of COVID-19.
- 3.13. The Economic Case is broadly sound producing a BCR for the scheme of 2.1 which is High Value for Money (VfM). Two sensitivity tests have been carried out. The first considers a 10% reduction in post scheme residual land values and returns a BCR of 1.64, the scheme notes this BCR is moderate VfM within MHCLG guidance. The second considers a one-year delay in housing unit delivery resulting in a BCR of 1.76 which again is moderate VfM. A series of qualitative benefits which would not be realised in the 'do nothing' scenario have also been summarised.
- 3.14. The Financial Case references the EA's OBC and provides a cost breakdown of the project along with an outline of the overall project costs for Phase One delivery £18.9m. The funding sources have been noted along with an outline for their use. Risk is quantified and inflation has been applied at 2.5%.
- 3.15. The Commercial Case covers procurement which will be handled through the EA and the procurement route and relevant contracts have been highlighted for each phase of the project within the EA OBC. It is worth noting that the EA OBC notes the full procurement strategy is commercially sensitive and can only be obtained from Defra Group Commercial.



- 3.16. The OBC identifies that risk will be shared with the EA, and risk ownership will be decided between the two parties in line with the principles of the Memorandum of Understanding between the EA and the Scheme Promoter, Wiltshire Council. Should the SWLEP Board be mindful to approve the FBC, a condition should be introduced to legally bind the Scheme Promoter, Wiltshire Council, to appropriately manage the projects and funding to ensure that the scheme is delivered and that clawback of the LGF element is possible within the back to back Grant Agreements.
- 3.17. The Management Case concisely sets out the project governance and management arrangements and these appear to be compliant with guidance. In addition, outline information has been provided on project monitoring and evaluation, a benefits realisation strategy and a risk register with proposed mitigation. Should the SWLEP Board be mindful to approve the OBC, a condition should be introduced to receive a detailed Benefits Realisation Plan for further review and opinion by the ITA.



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	People Friendly Salisbury – Full Business Case (FBC)		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets:	3

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

- 1.1. A Full Business Case (FBC) has been produced for the People Friendly Salisbury project.
- 1.2. This paper is submitted for approval of the Full Business Case.

2. Recommendation

2.1. The Board is recommended to:

2.1.1. approve the Full Business Case for People Friendly Salisbury in order that the project can proceed and complete within the current LGF financial year, with the following conditions, and supporting detail fully stated within the LGF Grant Agreement:

- 2.1.1.1. full tender prices and final scope of project to be provided to SWLEP no later than November 2020; and
- 2.1.1.2. a detailed Monitoring and Evaluation Plan and Benefits Realisation Plan to be compiled and provided to SWLEP no later than November 2020, for further review by the ITA.

3. Detail

- 3.1. An Outline Business Case (OBC) was approved by the SWLEP Board in July 2020 and the FBC has now been produced for approval.
- 3.2. The FBC has been reviewed by a SWLEP appointed Independent Technical Advisor (ITA).

Project Description

- 3.3. People Friendly Salisbury is a scheme designed to prioritise space for pedestrians and cyclists in the centre of Salisbury. This will be achieved twofold; through the introduction of a low traffic area in the city centre (with exemptions for emergency vehicles, buses, taxis and tourist coaches); and through a series of complementary measures such as the introduction of parklets and seating, additional cycle parking, priority crossings, an eCycle hire scheme and improvements to wayfinding.
- 3.4. The scheme represents a step change in the investment in Salisbury as the city continues to recover from the Novichok incident and now has the added pressure of needing to facilitate social distancing whilst the community emerges from the COVID-19 pandemic and faces the biggest recession in decades.
- 3.5. The streets of Salisbury will be made people friendly by reducing the presence of the motor vehicle, providing additional facilities for pedestrians, cyclists and public transport users. Based on Mini-Holland principles the streets will be transformed into places to sit and enjoy rather than areas where pedestrians feel secondary to motorised vehicles. Adopting principles - usually used in much bigger cities - this project will set a precedent and benchmark for a role out of pedestrian/cyclist focused schemes across Wiltshire's key settlements.
- 3.6. The traffic restrictions will be implemented by means of an experimental traffic regulation order (ETRO) which allows changes to be made over a maximum of an 18-month period in response to monitoring and resident/business feedback. As part of the restrictions bus gates will be implemented (building on existing restrictions), only allowing 'authorised' vehicles through. Of the five bus gates planned, three will be implemented during the initial phase ('Phase 1', April 2020 – October 2020) followed by the remaining two (subject to monitoring and resident/business feedback) in the last phase ('Phase 2', Spring/Summer 2021 – early 2022). The ETRO will then become permanent.
- 3.7. The cost of the delivery of the scheme is £3,105,000 which comprises the complementary measures as well as the measures associated with the ETRO. In addition to SWLEP funding, the scheme is also being funded by Wiltshire Council integrated block funding and potentially Department for Transport (DfT) Emergency Active Travel Fund (EATF) (tranche 2) (a bid for this funding was submitted by Wiltshire Council on 7 August 2020).
- 3.8. Wiltshire Council will manage the implementation and operation of the scheme and has a project team set up to operate this. Should the funding from other sources not be successful it will not affect the success of People Friendly Salisbury. Any funding shortfall will be managed robustly and is detailed more in the risk register.
- 3.9. The document is available to view on the SWLEP website, through the following links:

https://static.swlep.co.uk/swlep/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/people-friendly-salisbury/people-friendly-salisbury-full-business-case-v2-1-pdf.pdf?sfvrsn=aa243ca5_2

Summary of the ITA's assessment

- 3.10. The Strategic case is broadly sound providing a proportionate approach to all key areas of the case including problem identification, objectives, stakeholders, and options. It includes six options including do nothing. The options assessment is proportionate to the scale of the scheme and provides a clear and auditable process for selection of the preferred option.
- 3.11. The Economic Case is broadly sound producing a BCR for the scheme of 3.5 which is High Value for Money (VfM). A series of sensitivity tests associated has been undertaken which all show the scheme providing High VfM with the lowest BCR dropping to 2.6.
- 3.12. The costs provided in the FBC are not based on tender prices or quotes from suppliers as is required at FBC stage. The Scheme Promoter (Wiltshire Council) has highlighted that should the tender prices differ from estimated included in the FBC, the scope of the scheme would be managed to reflect the funding available and that Wiltshire Council would not seek additional funding from the SWLEP.
- 3.13. Should the SWLEP Board be minded to approve the FBC, a condition should be included to ensure final tender prices and importantly final scheme scope are provided to the SWLEP, for this scheme to demonstrate assurance, deliverability and VfM.
- 3.14. The Management and Commercial cases are broadly sound and proportionate to the size of the scheme. A risk register and detailed programme were provided to the ITA and it should be noted by the Board that most of the works will be procured via existing council frameworks.
- 3.15. Stakeholder engagement has been embedded within the development of the project vision and scope. Highways England (HE) has been engaged early during the development of the scheme and a contingency plan is being developed in collaboration with HE. This includes a range of trigger points that will trigger implementation of an agreed methodology and pre-agreed contingency actions.
- 3.16. The Monitoring and Evaluation Plan and Benefits Realisation Plan have not been provided. The Scheme Promoter is proposing to monitor key metrics including economic activity, footfall, and traffic flows. In addition, a benefits register will be developed to demonstrate how the objectives are to be achieved. Should the SWLEP Board be minded to approve the FBC, a condition should be introduced to ensure the provision of this information.



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	LGF Highlight Reports		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	11

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

- 1.1 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 have been reviewed and approved by the Delivery & Performance Team.

2. COVID-19 Impacted Projects

- 2.1 A specific and dynamic COVID-19 Impact Register is maintained to record and understand risks to projects arising because of the pandemic and UK lockdown. It should be noted that the RAG ratings indicated in this report are as of 26 August 2020. An update on any project moving to a high-risk rating (AMBER RED or RED), since this report was compiled will be provided during the meeting.

3. Summary

- 3.1 Highlight Reports are included within this report for all 28 live projects and below is a summary of current project status.

Green	Amber Green	Amber Red	Red
13	9	5	1

4. Monitoring & Evaluation

- 4.1 As part of the LGF Assurance Framework, LGF outputs are being monitored and reported, but most of our outputs are being delivered post March 2021 when projects are completed. The Delivery & Performance team will adopt a heightened focus with regards to outputs and a review of current performance against baseline has commenced.

**SWLEP Programmes Highlight Report
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LGF Funded Projects

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1617/00 9/YWA	A350 Yarnbrook/ West Ashton	WC	31.00	5.50	R	R	FBC under development with ITA (Systra) pending Board approval – November 2020. An update will be provided at the meeting.
LGF/1617/00 4/CSH	Chippenham Station Hub	WC	13.00	13.00	AR	AR	Due to Covid-19 delays the Implementation Agreement for the third lift has been slow however, procurement has now commenced. Station Square funding agreement is due to be signed shortly and Sustainable Transport is progressing well with most works orders now issued. Performance relating to LGF review and contracted spend has materially improved. This project is AR rated due to the reliance on Network Rail and GWR.
LGF/2020/00 1/J15	M4 Junction 15	SBC	17.5	3.00	G	G	FBC was approved in July 2020. Grant agreement currently being progressed. Contract has been awarded and Utilities diversion works are progressing to programme.
LGF/1516/00 3/EV (iii)	New Eastern Villages - A420 Gablecross	SBC	8.73	4.40	AG	AG	Scheme continues to be on track to spend LGF grant by March 2021. Full Business Case Submission scheduled for November 2020.
LGF/1516/00 3/EV (iib)	New Eastern Villages - Nythe and Piccadilly	SBC	3.82	2.93	AG	AG	Progressing Full Business Case with consultants resolving ITA feedback from OBC. Scheme completion scheduled for June 2021 and LGF element will be spent prior to March 2021. Tender has now been issued.

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LGF/1819/00 4/CCT	Salisbury: City Centre Transport	WC	0.25	0.25	G	G	This funding and scheme have been included within the Salisbury Future High Street Fund submission and project works are now aligned to People Friendly Streets project which is pending Board approval.
LGF/1819/00 3/FSG	Salisbury: Fisherton St Gateway	WC	0.55	0.55	G	G	As above.
LGF/1819/00 2/ILS	Salisbury: Illuminating Salisbury	WC	0.10	0.10	AG	AG	Feedback from Central Government is that this scheme would not qualify for FHSF therefore WC is redeveloping the OBC to have a stronger commercial and financial case whereby it can be delivered, possibly in phases, without relying on substantial central government grant.
LGF/1617/00 8/SBX	Swindon Bus Boulevard	SBC	6.00	3.00	AG	AG	The BT northern bypass has now been completed and cable diversions are continuing. First round of Technical Approval complete. Temporary Bus Station at Kimmerfields is being assessed and party wall agreements are being progressed with regards to the The Parade multi-storey car park demolition. Whilst there are some delays to the scheme the LGF element will be spent by March 2021.
LGF/1617/01 1/SCQ	Swindon Cultural Quarter	SBC	0.25	0.25	G	G	Good progress has been made during the period. The methodology and approach of the project, which ultimately will produce a longer-term Investment Plan has been reviewed via the ITA process with positive feedback. The project is on track to present the Investment Prospectus to the Board early in 2021.

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LGF/1617/00 3/SRT	Swindon Quality Bus Corridor (Rapid Transit)	SBC	8.92	8.92	AG	AG	Scheme 1 (Wichelstowe Quality Bus Corridor) is complete. Scheme 2 (Moonrakers) is underway and the FBC was approved at the May Board. Scheme 3 (Urban Traffic Management Control) is progressing and the FBC was approved at the July Board. This project remains on track.
LGF/1718/00 3/CCPM	The Maltings (Salisbury)	WC	36.90	6.06	AR	AR	Wiltshire Council is proposing that the LGF allocation be repurposed to forward fund the delivery of the River Corridor Improvements which will unlock additional growth. OBC was approved at the July meeting, and the FBC to be presented at the September Board meeting.
LGF/1617/00 9/UFB	Ultra-Fast Broadband	WC	3.00	1.00	AG	AR	Deployment delays could potentially adversely affect milestone achievement dates, ergo SWLEP LGF funding grant draw-down scheduled dates, against the March 2021 LGF funding deadline.
LGF/1718/00 2/WCL	Wiltshire College - Lackham	WC	9.20	8.20	G	G	Good progress continues to be made, project on track.
LGF/1718/00 1/WCS	Wiltshire College - Salisbury	WC	15.30	13.83	AG	AG	Due to COVID-19 disruption there are some delays associated with demolition and landscaping to complete the overall site project and these associated costs will be covered by the £1.5m loan secured by Wiltshire College. The scheme is on track to spend LGF element by December 2020.

**SWLEP Programmes Highlight Report
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Skills & Enterprise Projects

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network & Careers Hub	WC & SBC	n/a	n/a	AG	AG	During the lockdown period the Careers Hub team has been providing a virtual service. The overall progress remains at Amber Green to recognise the impact of the school/college closures. The last round of self-assessment took place in July 2020 and we are currently waiting for results to be published in mid-September. During this final round of reporting Career Leaders were able to identify activity they had planned and which was cancelled and new activity they have been able to provide which may have an impact on the overall results in the next reporting period. It is predicted that the results may be significantly lower than expected due to the COVID-19 situation. Additionally, there were approximately 12% of institutions did not submit a self-assessment during this period which may also impact the overall results.
LEP/GEN/002/GH	Growth Hub	SWLEP	n/a	n/a	G	G	Four programmes have been mobilised during the period with ten additional employees working as part of the Growth Hub Team to deliver business support to the Swindon & Wiltshire area.

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Growing Places Infrastructure Fund (GPIF)

Project Ref	Project Name	Lead	Previous	Current	Notes
LEP/GPIF/003 /RT	Recycling Technologies	SWLEP	G	AG	£1,035,433 loan in place with repayment to SWLEP by December 2021. Business has requested a delay to repayment schedule.
LEP/GPIF/004 /OW	Our Wilton	SWLEP	G	G	£1,250,000 loan in place with repayment to SWLEP by December 2021.
LEP/GPIF/005 /PRP	PRP Optoelectronics	SWLEP	G	G	£1,140,000 loan in place with repayment to SWLEP by December 2023.
LEP/GPIF/006 /FL	Four Legs Are Better Than Two	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by January 2024.
LEP/GPIF/007 /AE	Autoguide Equipment	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by December 2024.
LEP/GPIF/008 /ABS	Advanced Biofuel Solutions Ltd	SWLEP	G	G	£1,250,000 loan in place with repayment to SWLEP by December 2024.
LEP/GPIF/009 /PP	Potts Partnership	SWLEP	G	G	£276,500.00 loan in place with repayment to SWLEP by June 2024.
LEP/GPIF/010 /CP	Clinical Partners Ltd	SWLEP	G	G	£250,000 loan in place with repayment to SWLEP by June 2024.

**SWLEP Programmes Highlight Report
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Transport (DfT)

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1516/00 3/EV (v)	New Eastern Villages - White Hart Junction	SBC	30.10	28.20	AR	AR	Full Business Case Approved by Department for Transport (DfT) September 2019. SBC Cabinet has approved £30.104m. Alternative construction methods agreed in principle with NR to mitigate COVID-19 delay. Ermin street land transfer from DfT to SBC is complete. Bridge detailed design has been delayed through COVID-19 lockdown. Highway works progressing to programme.
LGF/1516/00 3/EV (iv)	New Eastern Villages - Southern Connector Road	SBC	30.57	11.60	AR	AR	DfT has relaxed requirement for LGF funding to be spent by March 2021. £19m of HIF funding has been secured for the scheme. Work ongoing to finalise contract with Homes England. Following successful CPO process, the design is being updated to accommodate the agreements made with landowners prior to the Inquiry. As a result of this, construction has been re-programmed to commence March 2021.
LGF/1617/00 2/WI	Wichelstowe Southern Access	SBC	25.86	22.90	AG	AG	Further designs are being developed for technical approval in line with the programme. The installation of traffic management and speed restrictions on the M4 were postponed due to Covid-19 related issues. It has been recently confirmed that the canal culvert and utility ducting is to be included within the scheme.

**SWLEP Programmes Highlight Report
Board Meeting 23 September 2020**



							Discussion are progressing with regards to a noise bund. Haul route north of M4 has started. Various legal agreements and planning conditions have now been executed/discharged.
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**SWLEP Programmes Highlight Report
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Completed Projects

Project Ref	Project Name	Oversight	Project Cost	LGF Element
LEP/GPIF/001/CAS	Castledown Business Park	WC	GPIF	n/a
LEP/GPIF/002/WG	Woods Group	SWLEP	GPIF	n/a
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout	SBC	5.34	2.00
LGF/1516/001/A350	A350 Improvement	WC	3.34	1.67
LGF/1516/002/A429	A429 Malmesbury	WC	2.00	1.40
LGF/1516/004/PSP	Porton Science Park	WC	10.10	4.00
LGF/1617/001/A350	A350 Dualling Bypass	WC	7.10	7.10
LGF/1617/007/MH	Mansion House (Corsham)	WC	3.90	2.50
LGF/16/17/010/JNC17	M4 J17 Capacity Improvement	WC	1.79	0.50
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	3.75	3.75
LGF/1617/004/CSH	Chippenham Station Hub - Business Case Development	WC	0.35	0.35
LGF/1617/004/CSH	Chippenham Station Hub - Station Improvements	GWR	0.87	0.87
LGF/1516/006/CD	Higher Futures	WC & SBC	n/a	n/a
LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	Project no longer LGF funded.	

Key

Project Status

	Red	Amber Red	Amber Green	Green
	R	AR	AG	G

See below for RAG rating methodology

Milestones

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

RAG Rating

		Impact			
		1 (Low)	2	3	4 (High)
	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 into 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
	All funding for overall scheme has been secured and is available to spend as required.	Deliverables and project scope remain unaltered.	Minor project slippage may be present but total project delivery remains on track. <30 days total slippage.
	Extra funding is required for overall project and is expected to be secured shortly (within 1 month).	Project is experiencing or is expected to experience small changes to scope and outputs delivered.	Project is experiencing or is expected to experience slippage. >30 days but <90days total project slippage
	Extra funding is required for overall project. A funding plan is in place and applications have been made but there is a risk of an unsuccessful bid.	Project is experiencing or is expected to experience major changes to scope and outputs delivered.	Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. >90 days slippage but <6 Months total project slippage.
	Extra funding is required for overall project. No funding plan is in place or applications made in order to address funding gap.	Project is experiencing or is expected to experience significant change to scope and outputs delivered.	Project is suffering significant and major delays to delivery. >six Months total project slippage.

Principles of Overall Project RAG Status

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



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 23 September 2020		
Subject:	Growing Places Infrastructure Fund (GPIF)		
Attachments:	None		
Author:	Phil Clement Head of Investment & Export	Total no of sheets:	2

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

- 1.1 To provide an update to the Board regarding the use of funds from the Growing Places Infrastructure Fund (GPIF).

2. Summary

- 2.1 The Growing Places Infrastructure Fund (GPIF) is a £8.67m fund, secured from the Government's 'Growing Places' initiative. It provides loans to companies in need of financial support that deliver projects which create additional jobs and/or improve productivity.
- 2.2 Loan funds can only be used for capital purposes, for example, the refurbishment of a building or the purchase of plant and machinery.
- 2.3 There is currently an 'open call' for proposals from companies based in Swindon and Wiltshire seeking loans of between £150,000 and around £1.25m
- 2.4 The SWLEP has so far loaned just over £6.9m across ten projects. One company has paid its loan back, the funds have been reinvested in other projects.
- 2.5 The private session of the Board today is reviewing a further application for a loan of £150,000. Discussions are ongoing with another applicant seeking a loan of circa £1.25m.



3. Detail

3.1 Loan Update

- 3.1.1 Woods Group is now operating from a new HQ office in Chippenham following receipt of a loan in 2018 and its loan has now been repaid.
- 3.1.2 Recycling Technologies utilised loan funds to fit out its new production facility and research and development suite in Swindon. The company manufactures machines to recycle plastic, which they will export globally. It has increased its headcount from 50 to 91 since the time of its application.
- 3.1.3 Community Interest Company 'Our Wilton' has completed the first phase of a business incubation centre and training facility in Wilton. This supports the creation of new businesses and the expansion of existing SMEs, including those linked to personnel leaving the armed forces.
- 3.1.4 PRP Optoelectronics has now moved into an adjacent manufacturing unit in Swindon in readiness for its new product range that uses fibre optic technology to purify water.
- 3.1.5 Autoguide Equipment in Calne has received funding to expand its production line of piling equipment used in a variety of infrastructure and building projects.
- 3.1.6 Four Legs Are Better Than Two is expanding its output of animal food products from a converted farm building near Melksham, utilising new capital equipment from the loan scheme.
- 3.1.7 Advanced Biofuel Solutions is nearing the completion of an energy plant in Swindon that will supply gas to the national grid early next year.
- 3.1.8 Clinical Partners Ltd in South Wiltshire, a specialist provider of mental health services nationally via the NHS, private sector and to the armed forces, is continuing to work on the development of an upgraded IT platform that will see more targeted patient interventions and a higher throughput of referrals.
- 3.1.9 Potts Partnership in Marlborough, a small family-run food manufacturer, has recently received a loan to create additional manufacturing capacity and purchase specific items of equipment to increase output.
- 3.1.10 A legal agreement with an applicant seeking to provide additional start-up and expansion space for small companies in the Salisbury area is soon to be drawn up, with an award made, subject to planning permission being obtained.