

AGENDA

Board Meeting

Date: Wednesday, 25 November 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 Vetriko (KV) Phillip Whitehead (PW) Peter Wragg (PW) – Deputy Chair	✓ ✓ ✓ ✓ Apologies ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Advisors to the Board:	Terence Herbert (TH) Susie Kemp (SK)	✓
Observers to the Board:	Cllr Pauline Church (PCh) Cllr Gary Sumner (GS)	
In Attendance:	Claire Alexander (CA) Rory Bowen (RB) Sam Fox (SF) Karen Leigh (KL) and Emily Manser (EM), BEIS Representatives Debby Skellern (DS) Leanne Sykes (LS) Philippa Venables (PV) Dragana Houston (DH)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Guests:	Scott Anderson (SA), Wiltshire Council ✓ Paul Chamberlain (PC), ChamberlainWalker ✓ Emma Gee (EG), Swindon Borough Council ✓ Parvis Khansari (PK), Wiltshire Council ✓ Richard Walters (RW), Wiltshire Council	
Chairman:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	

		Board Directors' Private Session			
Item	Timing	Topic	Paper No.	Lead	
1.0	9am	Welcome		PJM	
2.0	9.05am	Board Membership		PJM	
2.1		Confirming status of Board Directors whose initial tenure has now expired	Verbal	PJM	All for discussion
2.2		Election to the role of Deputy Chair	Verbal	PJM	
2.3		Annual General Meeting	Verbal	PB	
2.4		Managing Financial Risk associated with the Innovation Campus for the Circular Economy	Verbal	PB	
3.0	9.15am	People Friendly Salisbury	Verbal	PB	For discussion
4.0	9.25am	Review of minutes from 15 October 2020			
4.1		Review of minutes from private session of the Board on 15 October.	Paper 4.1	PJM	For approval
4.2		Matters Arising: <ul style="list-style-type: none"> Issue updated Q2 report on current financial state to Board Directors in between 15 October and 25 November meeting. DKH to issue Honda site Press Release to Directors. COMPLETED Issue BEIS mid-year review notes to Directors. COMPLETED A demographic breakdown of board and staff to be provided for the next meeting as requested by MC. INCLUDED IN CEO'S REPORT 	Verbal	PJM	
	9.30am	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 23 September 2020.	Paper 2.1	PJM	For approval
2.2		Matters Arising: <ul style="list-style-type: none"> DKH to circulate the Social Mobility Commission Report to Board Directors. COMPLETED 	Verbal	PJM	For noting

Item	Timing	Topic	Paper No.	Lead	
		<ul style="list-style-type: none"> SF, Wiltshire Council, offered to provide a private session with Directors to explain the technicalities of the planning process. SESSION BOOKED FOR 14 JANUARY 2021 a detailed Monitoring and Evaluation Plan and Benefits Realisation Plan for River Park to be compiled and provided to SWLEP no later than November 2020, for further review by the Independent Technical Assessor. ON AGENDA 			
3.0	9.45am	Submitted questions	Paper 3.0	PJM	
4.0	10am	Chief Executive's report Update to the Board including: <ul style="list-style-type: none"> Annual General Meeting Innovation Campus for the Circular Economy (ICCE) Status of Board Directors whose initial three-year tenure has now expired Succession planning for the forthcoming resignation of the Deputy Chair in March 2021 Update on Governance Framework Update on SWLEP Dashboard Demographics of the Board and team SWLEP Budget 	Paper 4.0	PB	For approval For approval For approval For approval For noting For noting For noting For noting
5.0	10.30am	Labour Market Intelligence	Presentation	DH	For noting
6.0	10.50am	Local Growth Deal			
6.1	10.50am	<ul style="list-style-type: none"> LGF Finance Report 	Paper 6.1	CA	For information
	11am	Comfort Break			
6.2	11.10am	Local Growth Deal (Cont'd) <ul style="list-style-type: none"> LGF Business Cases for approval: New Eastern Villages West of A419, Nythe & Piccadilly Full Business Case 	Paper 6.2	CA	For approval

6.3	11.20am	<ul style="list-style-type: none"> • New Eastern Villages A420 Gablecross Junction Full Business Case 	Paper 6.3	CA	For approval
6.4	11.30am	<ul style="list-style-type: none"> • Carriageworks Outline Business Case 	Paper 6.4	DS	For discussion
6.5	11.55am	<ul style="list-style-type: none"> • Porton Science Park 2 Outline Business Case 	Paper 6.5	DS	For discussion
6.6	12.20pm	<ul style="list-style-type: none"> • Project Highlight reports 	Paper 6.6	CA	For noting
7.0		Growth Hub update	Paper 7.0	CA	For noting
8.0	12.25pm	AOB	Verbal	PJM	
		Date of next Board meeting: Extraordinary Board Meeting to include AGM Thursday, 16 December 2020 via video conference. 1pm – 3.30pm		PJM	
		Future Meeting dates Proposed meetings for 2021: Thursday, 28 January Thursday, 25 March Thursday, 27 May Thursday, 22 July Thursday, 30 September Thursday, 25 November All via video / telephone conference until further notice.		PJM	
	12.30pm	Close of Meeting			



In attendance:	Board Directors: Paddy Bradley (PB) Amanda Burnside (AB) – left the meeting at 12.10pm Mandy Clarke (MC) Doug Gale (DG) Andrew Gudgeon (AG) Col Nev Holmes (NH) Paul Moorby (PJM) - Chair Alison North (AN) Alex Reed (AR) Mark Smith (MS) – left at 12.40pm Philip Whitehead (PWh)	Board Advisers: Susie Kemp (SK) – left the meeting at 12.30pm Observers: Cllr Gary Sumner – representing David Renard
Apologies:	Pauline Church (PCh) Carole Kitching (CK) Karen Leigh (KL), BEIS representative David Renard (DR) Leanne Sykes (LS) Keeran Vetriko (KV) Peter Wragg (PW) – Deputy Chair	
Guest(s):	Sam Fox (SF) / Alison Robinson, Wiltshire Council – representing Leanne Sykes Claire Alexander (CA) / Dragana Houston (DH) and Debby Skellern (DS) of SWLEP Philippa Venables (PV), Swindon Borough Council (SBC) Andy Wallis - Environment Agency	
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 9.32.am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting - Robin McGowan from Salisbury BID, Alison Robinson from Wiltshire Council representing Leanne Sykes, a large contingent from Wiltshire Council's teams working on the Salisbury projects and Andy Wallis from the Environment Agency.</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"> AB stated her Conflict of Interest with regard to LGF3 for projects at the Salisbury and Lackham campuses of Wiltshire College & University Centre. 	



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	<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 22 July 2020 were reviewed and approved.	
2.2	<p>Matters Arising not on the agenda:</p> <p>Both Matters Arising were completed.</p>	
3.0	Tribute to John Mortimer, Board Member and Chair 2015-2020	
	Following the sad news of John Mortimer's passing, SWLEP replayed the presentation given to John on the occasion of his stepping down from the SWLEP Board in tribute. The Chair read out a letter from Mark Bretton, Chair of the LEP Network, who thanked John for his involvement. The idea was to combine all the kind words and thoughts about John into a book which would be presented to Carole, John's wife. Flowers and a sympathy card had been sent to her on behalf of the SWLEP. No details were yet available about the funeral, but PB would inform Directors as soon as possible.	
4.0	Submitted Questions	
	SWLEP had not received any submitted questions from the public for this meeting.	
5.0	Chief Executive's report	
	<p>Update to the Board including:</p> <p>Post-Covid Recovery Planning Please refer to Slides 1-2 of the presentation which can be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>Congratulations were offered to both councils in the coordination of support to businesses in the area. SWLEP was involved in both recovery cells. Terence Herbert was unable to attend the Board Meeting today because he was chairing the Wiltshire Council group meeting this morning. There was a good level of engagement and information sharing on all sides. Both HR teams were dealing well with staff welfare in the ongoing crisis.</p>	



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	<p>Growth Hub General</p> <ul style="list-style-type: none"> Over £1million now available to Growth Hub via different programmes, a significant increase on the standard £205,000 annual grant. Numbers employed had increased from three to 13, with the extra ten recruited in the last two/three months. Some of these employees would be employed by SWLEP only until March 2021 as the support programmes were designed to address immediate post-Covid issues. <p>SME Competitiveness Programme</p> <ul style="list-style-type: none"> had been designed pre-Covid and was worth £2.4 million over three years matched 50/50 with the European Union. The programme covered pre-start up through to Scale-up. Direct delivery via YKTO dealing with pre-start-ups, SetSquared dealing with Scale-ups and growth and Swindon Borough Council and Wiltshire Council providing enabling support. <p>HONDA grant funding</p> <ul style="list-style-type: none"> Growing Places Infrastructure Fund (GPIF) and Swindon Borough Council to help the workforce to set up their own businesses on redundancy. This would be reported to Board in due course. <p>This way Up programme</p> <ul style="list-style-type: none"> Would provide webinars and specialist technical advice. Higher Futures team to blend into Growth Hub team with a full-time skills advisor <p>Peer Networks</p> <ul style="list-style-type: none"> Would work within certain sectors, such as Food & Drink, to share information and work practices amongst peers and provide mentors of good reputation within the sector. <p>Grants opened this week for the visitor and wider economy. Applications had risen from 28 when the report was written and had reached 62 on Monday, 21 September. This was not a first-come first-served decision, but all applications would be reviewed after the closing date and allocated on merit. SWLEP may need to broaden the scope after the initial submission.</p> <p>Implementing LIS Projects</p> <p>The Local Industrial Strategy was well-structured and well-received. SWLEP was progressing on three fronts.</p> <ul style="list-style-type: none"> Capital funding was arriving through the Getting Building Fund (GBF). SWLEP was awaiting the rules and regulations for the fund 	



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	<p>but had been advised that the grant offer letters were expected shortly.</p> <ul style="list-style-type: none"> • BEIS was paying 50% up front into the Accountable Body's account and other 50% would be released on evidence of performance against plan with MHCLG. • The projects had to be delivered by March 2022 and SWLEP was having to report on metrics and outcomes yet to be agreed. • The Government's Branding Guidelines would have to be implemented on all materials. • GBF would also be taken as part of the annual review with BEIS. • Business Cyber Centre (BCC) continued at pace. Interested businesses and organisations including a leading cyber training company, MOD Corsham, company in India with offices already in the UK, and recruitment firms, had made contact. A good meeting was held with the University of Bath to discuss its strategic involvement with SWLEP and interest in BCC. • Four Strategic Outline Business Cases (SOBCs) for New Energy Vehicles <ul style="list-style-type: none"> • Focus was towards hydrogen. • The SOBCs had been prepared for some time, but there had not been the capacity for discussion on the agenda. • Board approval would now be sought at the Extraordinary Board Meeting scheduled for 15 October for the development of the Outline Business Case. • Work continued on the Innovation Campus for the Circular Economy (ICCE) with the University of Bath, National Collections Centre (Science Museum) and Recycling Technologies about how to develop further. • Some funding had been released to Stantec following a procurement exercise to prepare an Outline Business Case on this project, which would be coming to the Board on 15 October. <p>Board recruitment</p> <ul style="list-style-type: none"> • There were currently 15 Board Directors. • PB thanked Directors for their response to the revised Governance Framework on which committees and subgroups they may wish to sit. • SWLEP was aiming for 50/50 gender split by 2022. • Peter Wragg, Deputy Chair, was finishing his tenure on the Board in March 2021 and SWLEP was in succession planning. • There was a need to expand on specific skills and strengths and PB had been having discussions with members of the legal profession 	



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	<p>and the voluntary sector. Potentially candidates within finance, the health sector and Higher Education were also being investigated.</p> <p>The Chair advised that the search had started for at least one Deputy Chair. There were two candidates at present. Ideally SWLEP would like the Deputy Chair to be in place for the November Board Meeting, but realistically at least before Christmas.</p> <p>SWLEP staffing structure PB detailed the staffing structure and roles within SWLEP. (The chart can be viewed as Slide 3 of the presentation which can be accessed via the link below.) The chart had already been issued to Directors.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>Update on Governance Structure and membership of SWLEP Ltd Now that the Governance Framework had been agreed and approved, SWLEP was moving to populate the different Subgroups outlined within the framework. SWLEP was also undertaking a campaign to find businesses which would become members of SWLEP Ltd. These members would then be invited to attend the AGM when arranged.</p> <p>DS spoke to the meeting and explained the need for more Directors to sit on the Board in order to populate the committees and Subgroups so that existing Directors would not be overburdened. SWLEP was also looking to merge many of the existing groups into one. For example, the Growth Hub Governance Group and the Rural Economy Steering Group (RESG) would be moved into the Business Environment Subgroup. DS was in the process of mapping Directors to their areas of interests and would draft a paper to show the reporting lines of these group to the Board. Indicative meeting dates for these Committees and Subgroups had already been scoped.</p> <p>The requirement from the National Assurance Framework from BEIS was that SWLEP Ltd needed to hold an AGM. Thanks were expressed to Swindon Borough Council and Wiltshire Council for sending out the SWLEP call for members to their largest companies. 120 companies had been approached in this way. In this way, the companies would be able to see at first-hand the role of SWLEP. Eight responses had been received with three submitting Expressions of Interest to date. A follow up exercise would take place to extend the reach to different companies. Directors were requested to extend to individual contacts in their networks.</p> <p>SWLEP Budget PB advised the meeting that there was no financial report contained in the meeting packs as SWLEP was querying the management accounts with Wiltshire Council. A full budget statement would be provided at the</p>	



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	<p>October Board Meeting. £925,000 had been transferred to the revenue account with further funding expected and there had been £507,000 carry forward.</p> <p>PB assured the Board that SWLEP was in a healthy operating position.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of this report.</p>	
6.0	Labour Market Intelligence	
	<p>PJM advised of the change of Minister from Simon Clarke on 8 September to Luke Hall and that the LEP Network had already engaged with the new Minister.</p> <p>The Chair mentioned the recent Social Mobility Commission Report which highlighted “disadvantaged sons” as a main cause for concern.</p> <p>Action: DKH to circulate the report to Board Directors</p> <p>To help combat this issue, PB explained the Kickstart scheme being operated via DWP which was aiming to help 18-24-year olds currently in receipt of Universal Credit. For organisations which could offer a young person a six-month work placement in their business, the Government would pay the national minimum wage and on-costs plus an additional £1,500 to the employer to mitigate administration costs. Within large businesses forming blocks of 30 young people as a cohort would be easier. These organisations would then liaise directly with DWP.</p> <p>For businesses which could not provide the minimum number of 30 placements, an intermediary could act on their behalf. The intermediary would then receive £300 per candidate. PB advised that SWLEP had now been registered as an intermediary and would work with individual businesses to combine the placements into cohorts of 30. SWLEP had already receiving Expressions of Interest from approximately 20 companies towards the first cohort. There were 4,000-4,500 young people in Swindon and Wiltshire in receipt of Universal Credit. It was crucial that employability checks were taken, and this scheme should not be interpreted as cheap labour.</p> <p>DH presented the latest LMI report to the Board and the presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-6---sep2020-lmi---board-v0-4.pdf?sfvrsn=5373946b_4</p> <p>A note of caution was given in that the offer of apprenticeship placements was mostly in Levy paying employers. SME Apprenticeships were still considerably down, particularly in engineering in Wiltshire. A question about apprenticeships was raised as to whether this would have any impact</p>	Sept 2020



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	<p>on the LIS Implementation Plan so that we could mitigate before they materialised.</p> <p>It was anticipated that this situation would get worse with SMEs, with a declining number of jobs and increasing numbers of redundancies. And this would not just be apprentices and young people, but across the board. The item should be maintained as a standing item as we could use this data to support people in our area and offer a road map of support. Although companies were announcing redundancies across the country, it was unclear what that would specifically mean to Swindon and Wiltshire. An early warning direct to affected companies could allow us to put the support mechanisms in place and liaise with DWP if wanted. The data reviewed reflected the current hiring intentions of businesses. It was useful to track how job requirements changed, reflecting the growing jobs of the future. The SWLEP would be able to use this information with partners to plan provision for training for those jobs of the future.</p> <p>The drafting of the SWLEP's Skills Plan was intelligence-led. A variation of this product was available via the Careers Hub to parents, students, and teachers to help discussions about future career options. Young people were always the ones hit hardest in an economic downturn. Some sectors might shrink rapidly, so we needed to direct people into the thriving sectors such as Life Sciences, sustainable energy, and cyber security. There would be a different approach to hospitality and the tourism sector which would be hardest hit. It was essential to work collaboratively to speed up economic renewal.</p>	
	<p>Additional item to the agenda.</p> <p>PJM referred to the recent Prime Minister's announcement.</p> <p>The following comments were received from Directors and could be fed back to BEIS via comments in the Business Intelligence Reports and the weekly call.</p> <ul style="list-style-type: none"> • Wiltshire College & University Centre was working well with Wiltshire Council, although it was challenging to maintain the student population. Retention of students would worsen when the weather started to deteriorate. Ten testing kits had been issued to the College for a population of 12,000 students. There was a danger that some of these students would drop into NEET (Not in Employment, Education or Training). • It was not required by law for the schools affected to notify the Local Authority of infections, although this impacted throughout the whole area. The Government was still trying to manage the situation centrally, rather than locally when those on the ground knew their area best. • Rumours about Army involvement were also dispelled. Although it was announced that there were 20,000 personnel across the country 	



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	<p>at the behest of the civil authorities who could be called in to assist via the Civil Contingencies Act, Police had sufficient capability and capacity at present and it was hoped there would not be any breakdown in law and order.</p> <ul style="list-style-type: none"> • In theory Wiltshire Council could employ Covid marshals but had no intention of doing so as there was no resistance from businesses to the restrictions. They wanted to do the best they could as much as possible in the circumstances. • The question was raised whether there would be any further Government assistance as Spring was a long way off and Christmas trading was a critical time for businesses. • The Chair advised the meeting that the SWLEP Team was working closely with the Subnational Transport Bodies, The Western Gateway and England's Economic Heartland (EEH). The economic powerhouse, also named The Western Gateway, was starting to develop its policies and procedures. A Leaders' meeting was taking place on 24 September. SWLEP was asked to be the digital lead. 	
11am	Comfort break	
7.0	SWLEP Dashboard – an information management tool	
	<p>SWLEP was working on producing an information management tool which would present the facts in an easily digestible format with strong visual techniques using a four-point RAG rating. This would be uploaded to the website allowing public access. Covid had not changed the content of the Local Industrial Strategy, although the timings may be affected.</p> <p>DH presented to the meeting. The presentation can be accessed by using the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/paper-7-swlep-dashboard-outline-v1-0.pdf?sfvrsn=917d2e5a_4</p> <p>Although this was deemed a great step forward, Directors wished to strengthen the Performance section to show clearly how SWLEP was performing and asked for the business performance metrics. This dashboard would give Directors a new level of transparency and provide better monitoring, although it was requested to display graphs rather than pie charts as these would show trends. As the dashboard evolved, further amendments could be actioned.</p> <p>The dashboard was produced in line with BEIS measurements which were assessed each year at our performance review. Individual LEPs cannot publish their individual assessments as this is done anonymously to the Public Accounts Committee. SWLEP could however discuss this in a private session of the Board. The assessment looked at:</p> <ul style="list-style-type: none"> • Governance and transparency • Delivery 	



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	<ul style="list-style-type: none"> • Strategy <p>The Swindon & Wiltshire Local Enterprise Partnership Board APPROVED the SWLEP Dashboard using:</p> <ul style="list-style-type: none"> • metrics outlined in section 4.9; and • the mock-up shared in the Appendix A. 	
8.0	Local Growth Deal	
8.1	<p>The deadline of March 2021 was fast approaching and that was the reason why additional Board meetings were being scheduled.</p> <p>BEIS LGF Finance Review</p> <p>PB spoke to the paper and the presentation can be accessed via the following link with reference to Slides 4-9.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>The Local Growth Deal included £169million from central government of which the Board had direct control of £101m. The remainder is linked to transport schemes, with the funding retained and managed by the DfT. The profiles had been back ended and the last two years showed significant amount of spend. Apart from the projects at Wiltshire College & University Centre, the projects were delivered by Swindon Borough Council or Wiltshire Council.</p> <ul style="list-style-type: none"> • 20/21 was the final year of LGF expenditure. • Profile spend for 20/21 was £41.8m which included £3m carried forward from 19/20. • Q1 figures from Accountable Body confirmed £6.858m spend. • Remaining spend for period £35.022m. • Above figures excluded DfT which were reported separately. <p>Submission to BEIS on 17 June showed that too much of the funding was still uncontracted. For this reason, a third payment of the funds had been held back for further scrutiny. Over the subsequent two months, the SWLEP team, Wiltshire Council and Swindon Borough Council had been working exceptionally hard and the figures showed significant improvement. SWLEP had received verbal confirmation that the third tranche of the grant would be released in October and was now awaiting written confirmation. The outputs for some of the projects would happen a number of years after the projects had finished, for example, roads into housing, and this would be discussed at the BEIS Review. SWLEP was working with Councils and Wiltshire College for a method of tracking these outputs.</p> <p>There would be no spending permissible post-March 2021, so projects would need to be reprofiled or funds would be taken from the projects.</p>	



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	<p>The focus was on those projects which were at risk for uncontracted amounts.</p> <p>Salisbury River Park (previously The Maltings) Outline Business Case was being discussed on the agenda. A350 Yarnbrook / West Ashton was a very important corridor in the area, a strategically important site critical to Wiltshire's growth. Work had been ongoing for a while and progress had been reported to Directors. The issue had been the negotiations between Wiltshire Council and the developer. This has taken longer than necessary, and the meeting was advised that there had been no successful conclusion to these negotiations. Planning consent had already been given, but the issue was around affordable homes on the development and the developer's perception of the financial viability of the scheme. There was now not enough time to carry out all the technical reviews required. £4.7million of the allocated funds were to be returned so they could be used elsewhere. We needed to check that if the money was transferred into GPIF whether the spend date of March 2021 still applied.</p> <p>Action: PB to check with BEIS and discuss at Extraordinary Board Meeting.</p> <p>SWLEP did have a pipeline of suggestions, but time was running out. SWLEP would be able to transfer into the Growing Places Infrastructure Fund for example. An updated position would be available at the 15 October meeting.</p> <p>The question was raised as to what would now happen to the project without LGF funds. Wiltshire Council responded that it would still expect the investment to go ahead. The Team would be sitting down to discuss how to unlock in another way and would provide an update to the Board.</p> <p>Directors stressed that lessons should be learned from the situation and to analyse what went wrong so that it did not happen again. Questions had been raised about this project over the last 18 months. A private briefing on the lessons learned would be appreciated.</p> <p>Action: SF offered to provide a private session with Directors to explain the technicalities of the planning process.</p> <p>LGF Business Cases for approval:</p>	<p>Oct 2020</p>
8.2	<p>Salisbury River Park (The Maltings) Outline Business Case (OBC)</p> <p>PB gave the meeting an explanation of the difference between an OBC and BC in this project. The SWLEP was a minority financial contributor to the project. The Environment Agency (EA) was the main investor and had already approved its contribution. The EA was represented at this meeting.</p>	<p>Nov 2020</p>



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8.3	<p>Slides 10-12 of the presentation refers. (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-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>Some Directors felt that the project was light on retail regeneration and car parking. The Central Carpark was the biggest one in the city and now it would be considerably reduced. The project was drawn in the context of the Masterplan for the area and Wiltshire Council had taken a comprehensive approach for the whole of the centre. The Future High Streets Fund would respond to the retail offer. There was already a Park and Ride network for Salisbury which was underutilised. The large volumes of car parking space in the city centre could account for this, so there was a need to do an updated parking study. There was debate amongst the Directors about the plan as proposed regeneration appeared to be based on a pre-Covid retail environment.</p> <p>In response, Wiltshire Council countered by stating that this was not just about retail but would also revitalise the residential and leisure offer. They needed to convince people that residential was the way forward and that this would provide a balanced offer for the centre of the city.</p> <p>Andy Wallis from EA was very grateful for the opportunity to attend the meeting and to listen to the debate.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED 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:</p> <ul style="list-style-type: none"> • 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 • 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. <p>People Friendly Salisbury Full Business Case PB spoke to the paper. (Please refer to Slides 13-16 in the presentation which can be accessed by following the link below.)</p>	Oct 2020



Item	Narrative	Deadline
	<p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>The project gave enhanced provision for pedestrians and cyclists in the City Centre as studies had found that many motorists were using the city centre as a rat run. The Council was invoking an Experimental Traffic Regulation Order (ETRO) for the project due to start in mid-October which was being used as a pilot scheme for the area and could be adapted if necessary. The Outline Business Case was approved at the July Board Meeting and, as a transport scheme, the Full Business Case was now being submitted for Board approval.</p> <p>PB praised the speed of the Wiltshire Council team to get this information to the Independent Technical Advisor (ITA) in time for Board submission. Highways England had been fully engaged with this process and Wiltshire Council was seeking further funding from Highways England. The Council would underwrite the risk associated with this project.</p> <p>One of the conditions of the request for funding was that a monitoring evaluation plan be made available which would be reviewed at the Board Meeting in November 2020. The project was aligned to the LIS by falling under Good Growth for Salisbury. Further detail would be made available at the November Board.</p> <p>The Swindon & Wiltshire Local Enterprise Board: APPROVED 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:</p> <ul style="list-style-type: none"> • full tender prices and final scope of project to be provided to SWLEP no later than November 2020; and • 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. <p>8.4 Commissioning Group Project Highlight reports</p> <p>PB 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; • 13 were at GREEN; • nine were at AMBER GREEN; • five were at AMBER RED; and • one was at RED. <p>Slides 16-17 of the presentation refers. (The presentation can be accessed via the following link.)</p>	



Item	Narrative	Deadline
	<p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-sept-2020-for-pb.pdf?sfvrsn=350f96b7_4</p> <p>SF gave an update regarding Chippenham Station Hub. GWR had applied for, and was successful in, a bid for £1.6million to top up the station square scheme.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership: NOTED the contents of the paper.</p>	
9.0	GPIF Loan Fund Report	
	<p>PC spoke to the paper. There was an Open Call on the website regarding the Growing Places Infrastructure Fund (GPIF) with loans ranging from £150,000 to £1.5million. £7million was already loaned out to ten companies in the Swindon and Wiltshire area. PC detailed the companies in receipt of a GPIF loan. This information can be found contained in Paper 9.0.</p>	
10.0	AOB	
	PJM stressed the need for the Accountable Body to complete discussion on the 2019-20 accounts so they could be reported to the Board.	
	Date of next meeting	
	<p>Extraordinary Board Meeting Thursday, 15 October 2020 via video conference starting at 11am.</p> <p>Future Meetings</p> <p>Wednesday, 25 November 2020 Given the present circumstances, the meeting would again be held via video/teleconference.</p> <p>Directors to meet at 9am for a 9.30am start to the public meeting.</p>	
	<p>Proposed meetings for 2021: Thursday, 28 January Thursday, 25 March 26/27 May 21/22 July 29/30 September 24/25 November</p> <p>Meetings will be held via video/teleconference until further notice.</p>	
	Close of the meeting at 12.48pm	

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, 25 November 2020		
Subject:	Chief Executive's Report		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	6

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

- 1.1. The report enables Board Directors to view a range of issues in one paper, raising items for approval, discussion or for noting.

2. Summary

- 2.1. The report seeks Board approval on four proposals:
- 2.1.1. the date and timing of the Annual General Meeting;
 - 2.1.2. the management of financial risk associated with a key project of the SWLEP's Local Industrial Strategy, the establishment of an Innovation Campus for the Circular Economy;
 - 2.1.3. the confirmation of the status of three existing Board Directors whose initial three-year tenure has now expired;
 - 2.1.4. succession planning arrangements for the role of Deputy Chair of the Board.
- 2.2. Other items include updates of points raised in previous meetings:
- 2.2.1. proposed further amendments to the Governance Framework;
 - 2.2.2. progress on developing the SWLEP's dashboard of key performance indicators;
 - 2.2.3. demographic information about the SWLEP Board and employees; and
 - 2.2.4. budget update.

3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:



- 3.1.1. agree to hold the 2020 Annual General Meeting of Swindon & Wiltshire LEP (SWLEP) Ltd on 16 December 2020 at 1pm as a precursor to the Extraordinary Board Meeting;
- 3.1.2. approve the arrangements for the SWLEP to hold the risk for use of £200,000 to develop the Innovation Campus for the Circular Economy as described in paragraphs 4.2.4 to 4.2.8;
- 3.1.3. confirm the status of three Directors, Doug Gale, Alex Reed and Mark Smith, whose initial three-year tenure has now ended;
- 3.1.4. agree arrangements to manage the succession planning for the role of Deputy Chair in anticipation of the planned resignation of the current Deputy Chair in March 2021; and
- 3.1.5. note the remaining contents of this report.

4. Detail

Annual General Meeting

- 4.1. The publication of our Annual Report will be by the end of November and it is proposed we hold the Annual General Meeting (AGM) at the beginning of the Extraordinary Board Meeting scheduled for 16 December. The proposal is for the AGM to start at 1pm and at its conclusion we will have a short break and then start the Extraordinary Board Meeting.

4.2. Managing financial risk associated with the Innovation Campus for the Circular Economy (ICCE)

- 4.2.1. The Board agreed at its last meeting on 16 October 2020, to allocate £200,000 to cover the cost of essential development work to enable progression of the Local Industrial Strategy project on the ICCE.
- 4.2.2. The project will be developed by a proposed new company, whose directors would include representatives from Recycling Technologies, the University of Bath, the SWLEP and others from interested business and research organisations.
- 4.2.3. SWLEP Directors are asked to consider the issue and the proposed solution described in paragraphs 4.2.4 to 4.2.8.
- 4.2.4. When money from public sources is used there are stringent rules associated with its application. Most public funding comes in the form of capital to be used to create an asset, which can be in a variety of forms, eg, roads, railways, buildings and machinery. Public funding in the form of grants is rarely of a revenue nature, the exception being European funding, where there is more flexibility.
- 4.2.5. Money from a public source can be capitalised, ie, used for revenue purposes, if the work is necessary to the creation of an asset. The development work for the Innovation Campus for the Circular Economy (ICCE) which is necessary to



establish, for example, the ground conditions, building design and planning permission, fall within the parameters of legitimate capitalisation. However, the work does need to lead to a capital build project, albeit not immediately.

- 4.2.6. Therefore, there is a risk that if the capital project does not come to pass, the capitalised funding of £200k will need to be repaid. The timeframe we would be looking at for the creation of the ICCE asset is 3 to 5 years.
- 4.2.7. This is our first project where we are dealing directly with a private company. The proposed directors of the new company are concerned about their personal financial and professional exposure to risk arising from the use of public capital funding if the capital project does not develop and the development funding needs to be repaid.
- 4.2.8. Following discussions with the Deputy 151 Officer of the Accountable Body, the solution put to the SWLEP Board is for SWLEP Ltd to hold the risk of non-delivery of the asset, so removing the concerns of personal risk of the proposed directors of the ICCE joint venture company and enabling the company to focus its efforts on obtaining additional sources of funding and delivering the project.

4.3. Confirmation of the status of three existing Board Directors whose initial three-year tenure has now expired.

- 4.3.1. Doug Gale, Alex Reed and Mark Smith have reached the end of their three-year tenure as Board Directors.
- 4.3.2. The Governance Framework enables Directors to serve a second three-year term with the agreement of the Board.
- 4.3.3. The extract below from our Governance Framework sets out the process:
 - 4.3.3.1. Once a Board Director's initial term of tenure is over, they can be reappointed for a further three years with the agreement of the Board by securing a proposer and seconder from existing Board Members i.e. a maximum of six years from the date they were first appointed to the Board, irrespective of the position they may hold or be appointed to during that period. In exceptional circumstances, to support business continuity, this term can be extended annually for up to a further year with the Board's agreement. This annual extension can only happen a maximum of three times i.e. an absolute maximum of nine years tenure in total. The Board will decide whether to reappoint the Board Director at its next meeting and the decision will be minuted.
 - 4.3.3.2. Any debate and vote, if required, will be undertaken in private as a part two Board agenda item and in the absence of the Board Member(s) seeking reappointment (Assurance Procedures Appendix 9). Where a Board Member is reappointed, their term of tenure starts from the date of the Board meeting when the decision to reappoint was taken.



4.3.4. The discussion about the continuing status of the directors will occur in the private session of the Board and a verbal recommendation will be made to the Board for approval in the public meeting.

4.4. Succession planning arrangements for the role of Deputy Chair of the Board

4.4.1. Peter Wragg, Deputy Chair, will be retiring from the Board in March 2021. Succession planning for that occasion is underway.

4.4.2. The Chair has previously received from the Board support for the notion of creating two Deputy Chairs to cover the range of work which is developing as the SWLEP grows the opportunities presented by limited company status and explores routes to funding new projects emerging from its Local Industrial Strategy.

4.4.3. Following the Chair's request for expressions of interest in the roles, two Directors, Mandy Clarke and Alison North have put themselves forward as prospective Deputy Chairs.

4.4.4. The discussion about the appointment of the two Deputy Chairs will occur in the private session of the Board and a verbal recommendation will be made to the Board for approval in the public meeting.

4.5. Proposed further amendments to the Governance Framework

4.5.1. Due to the demands placed on Directors' time, the Executive team is considering proposing some alterations to the decision-making and reporting structure of the Governance Framework by combining the Ideas subgroup with that for Place and Infrastructure.

4.5.2. The proposals will put to Directors as soon as the planning work is complete and in time for anticipated Board recruitment so that we can progress to implement the new subgroup structure.

4.6. Progress on developing the SWLEP's dashboard of key performance indicators

4.6.1. 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. While selecting the indicators to monitor, the SWLEP adhered to a number of principles. These included making sure that:

4.6.1.1. the Dashboard is concise;

4.6.1.2. it gives a feel for whether we are moving in the right direction;

4.6.1.3. it assists us in fulfilling our organisational aims and those entrusted to us by the central government; and



4.6.1.4. it does not have too much information, so as not to overload our audience with data.

4.6.2. We are seeking to include as much automation as possible in the link between managed data and the Dashboard. We will achieve this through the use of technical links enabled by using an application programming interface (API) wherever available. When we update a data source, the Dashboard is then automatically updated too.

4.6.3. We have issued a request for quotation to develop the automated Dashboard. The intention is to present to the Board at the meeting on 28 January 2021 a working version of the automated Dashboard.

4.6.4. In the meantime, we will upload to the SWLEP website a static version of the Dashboard previously approved by the Board.

4.7. Demographic information about the SWLEP Board and employees

4.7.1. The following information is provided at the request of the Board.

4.7.2. The profile of SWLEP employees is shown below:

4.7.2.1. Of the 20 employees, 12 are female and eight are male;

4.7.2.2. We have no members of the Black and Asian Minority Ethnic community working for the SWLEP;

4.7.2.3.

Age Range	Number of Employees
18-24	1
25-40	5
41-59	13
60-70	1

4.7.3. The profile of Board membership may well change at this meeting. We track gender, age and ethnicity of Board members. These data will be updated once the status of Board membership is known in January 2021.

4.8. Budget update

4.8.1. The revenue cash flow for the Growing Places Infrastructure Fund continues to be a significant and reliable source of income. In 2020-21, the forecast is to make a net gain of £123k, achieved by interest payments of £223k and outgoings of £100k (salary and oncosts for one member of staff and legal fees for loan agreements). The



account started the year with a balance of £437k and the anticipated figure at year end is £560k.

- 4.8.2. The combined income of the SWLEP in 2020-21 is £2.98m, including GPIF revenue, Growth Hub, Careers Hub and SWLEP core funding.
- 4.8.3. In 2019-20 we carried forward £507k. Our expenditure is higher in 2020-21, in large part due to increased Growth Hub and Getting Building Fund activity, but it is anticipated that the reserves at year end will at least match those of 2019-20.
- 4.8.4. We have experienced some difficulty in assembling finance information from a range of sources into a comprehensive Board report. Directors can be assured that SWLEP Ltd is in sound financial health and their forbearance is sought whilst the re-structuring of internal financial systems is completed



Presentation

Labour Market Intelligence (LMI)



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, 25 November 2020		
Subject:	LGF Finance Report (Q2 2020/21)		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	6

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 This paper summarises the current financial status and associated performance of the LGF grant and the recent LGF Review.

2. Recommendation

- 2.1 The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to: note this paper as a summary of the current LGF financial position.

3. LGF Expenditure 20/21

- 3.1 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.
- 3.2 The original profiled spend for 20/21 was £38m and following 19/20 actuals the spend for 20/21 is now £42m. 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.
- 3.3 This underspend has been reallocated as follows: £3m to M4 J15, £1.3m to People Friendly Streets and £50k to SWLEP for business case preparation for emerging LIS projects.
- 3.4 Spend during Q1 was £6.858m reducing the remaining spend for the year to £35.022.
- 3.5 Spend during Q2 was £5.785m reducing the remaining spend for the year to £29.237 less £4.159m (recently reallocated from LGF (A350 Yarnbrook) to GPIF), £25.078m.

- 3.6 The profile of this remaining spend is £11m in Q3 and £14m in Q4.
- 3.7 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

LGF Finance @ 10.11.2020		Actual	Actual	Forecast	Forecast			
Scheme Name	Authority	Q1	Q2	Q3	Q4	Total 2021	Total	SWLEP Award
A350 Yarnbrook/West Ashton Relief Rd	Wiltshire	39,300	53,600	48,370		141,270	891,570	891,570
(A350 reallocated to GPIF Loans)	Wiltshire				4,158,430	4,158,430	4,158,430	4,158,430
(A350 reallocated to Honda)	Wiltshire				250,000	250,000	250,000	250,000
(A350 reallocated to ICCE)	Wiltshire				200,000	200,000	200,000	200,000
Chippenham Station Hub	Wiltshire	654,000	1,946,500	3,821,000	3,134,549	9,556,049	13,000,000	13,000,000
M4 J15	Swindon			2,258,000	742,000	3,000,000	3,000,000	3,000,000
New Eastern Villages Infrastructure Package	Swindon	82,200	947,000	706,000	3,233,900	4,969,100	9,330,000	9,330,000
People Friendly Streets (Salisbury)	Wiltshire			600,000	700,000	1,300,000	1,300,000	1,300,000
River Park (The Maltings)	Wiltshire	4,300		2,000,000	3,378,601	5,382,901	6,060,000	6,060,000
Salisbury Recovery Projects	Wiltshire	431,200	88,700	50,000	389,677	959,577	1,100,000	1,100,000
Swindon Bus Boulevard	Swindon	26,000	157,200			183,200	3,000,000	3,000,000
Swindon Cultural Quarter	Swindon	63,500	7,500	80,000	99,000	250,000	250,000	250,000
Swindon Rapid Transit	Swindon	268,200	252,000	847,100	1,747,000	3,114,300	8,920,000	8,920,000
SWLEP LIS Projects	SWLEP			50,000		50,000	50,000	50,000
Ultra Fast Broadband	Wiltshire	0	0	500,000	500,000	1,000,000	1,000,000	1,000,000
Wiltshire College - Lackham	College	2,137,366	1,327,718	0	0	3,465,084	8,200,000	8,200,000
Wiltshire College - Salisbury	College	2,757,821	999,572	0	0	3,757,393	13,830,000	13,830,000

4. LGF Review

- 4.1 This exercise is now complete and the remaining 1/3 payment has now been released by Treasury.
- 4.2 SWLEP's Delivery and Performance Team remain sighted on the need to review and report progress against uncontracted spend.
- 4.3 Much progress has been made during the period, see below:

LGF REVIEW - SUMMARY	Not yet contracted 120820	Post March 2021 at 120820	Update @ 101120
Chippenham Station Hub - 3rd Lift	1.076	0.000	Tender activity with NR and GWR has now progressed and the majority of these funds will be contracted with funds passported prior to January 2021. The Post March 2021 amount has reduced to £135k and is likely to be resolved through year end accrual process.
Chippenham Station Hub - Station Square	0.950	0.000	
Chippenham Station Hub - Sustainable Transport	0.612	0.087	
Chippenham Station Hub - Sadlers Mead	0.400	0.120	
A420 Gablecross Junction (NEV)	2.071	0.000	Contracting to take place once FBC approved at November Board.
River Park (The Maltings)	5.379	0.000	OBC approved Sept 2020, contracting to take place following conditions approval at November Board meeting.
A419 Nythe Road/Piccadilly Roundabout (NEV)	1.924	0.050	Contracting to take place once FBC approved at November Board.
People Friendly Streets	1.300	0.000	OBC approved September 2020, contracting dependent on further progression of project.
Swindon Bus Corridor (Rapid Transit)	0.496	0.000	Some delays to the programme, works orders continue to be progressed.

5. LGF - At Risk Projects

- 5.1 Through the review process and subsequent improvements to contracted amounts, three projects were considered high risk projects, A350 Yarnbrook/West Ashton, The Maltings now known as River Park and Chippenham Station Hub. Below is a summary of their current project status with supporting narrative:

Project	RAG Rating	Comments
A350 Yarnbrook/ West Ashton	X	<p>During the disruption caused by the pandemic, the A350 Yarnbrook negotiations with the developer stalled and realistically the project is unlikely to meet the LGF required deadlines for spend and completion.</p> <p>It was therefore mutually agreed between Wiltshire Council and SWLEP to reallocate the LGF funding. The LGF allocation for this project was £5.5m and to date £891,570 has been spent. The reallocated amount is therefore £4,608,430.</p> <p>The Board has agreed to reallocate funding as follows: Business case development of Innovation Campus for the Circular Economy (ICCE) £200k, Honda £250k and £4,108,430 to GPIF.</p>
River Park	AG	<p>The project has progressed with the revised scope Business Case approved by the Board in September 2020, with conditions.</p> <p>The Monitoring and Evaluation and Benefits Realisation Plans are being finalised, as is the grant agreement between Wiltshire Council and the Environment Agency to set out risk mitigation arrangements. An update will be provided at the Board meeting.</p>
Chippenham Station Hub	AG	<p>Chippenham Station Hub project is reliant on both Network Rail and GWR who have lengthy procurement procedures and during the initial lockdown period efforts stalled. Much progress has been made in this regard and agreements will be entered into during November and December.</p> <p>It should also be noted by the Board that the contract with Network Rail is a fixed price Implementation Agreement and that they will not provide the scheme promoter, Wiltshire Council with any detailed breakdown around actual costs of construction of the lift and that the full grant amount will be retained by Network Rail unless they fail to deliver the works as agreed and set out in the Implementation Agreement between WC and NR.</p> <p>As per the last submission to BEIS this project indicated £207k post March 2021 spend and this has been reduced</p>

		to £135k and it likely that these costs will be accrued through the year end process as works will have been completed and the issue is with the contract arrangements to invoice quarterly in arrears.
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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	Q2 20/21 Actual	Remaining LGF unspent
Southern Connector Road	11.60	8.57	0.18	0.13	8.26
Wichelstowe Southern Access	22.90	17.38	1.37	3.37	12.64
White Hart Junction	28.70	21.73	0.00	1.71	20.02
Totals	63.20	47.69	1.55	5.20	40.92



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 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Board Meeting 25 November 2020 Paper Number 6.2
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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, 25 November 2020		
Subject:	New Eastern Villages West of A419 (Nythe & Piccadilly) – Full Business Case		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets:	2

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 New Eastern Villages (NEV) West of A419, Nythe & Piccadilly project that has three key objectives: to improve capacity at Oxford Road/Nythe Road Junction and Piccadilly Roundabout, both leading to better route consistency and journey quality for trips through this corridor and roundabout, and, to minimise the traffic impacts of the NEV housing and employment growth on trips entering and exiting the existing residential areas in East Swindon.
- 1.2. The West of A419 package initially comprised of schemes at Greenbridge Roundabout, Coate Water Roundabout, Oxford Road/Nythe Road Junction and Piccadilly Roundabout. The Coate Water scheme is being progressed by the developers of the Badbury Park developments. Hence the West of A419 package now comprises of schemes at Oxford Road/Nythe Road Junction and Piccadilly Roundabout.
- 1.3. This paper is submitted for approval of the Full Business Case.

2. Summary

- 2.1. An Outline Business Case (OBC) was approved by the SWLEP Board in March 2019 and the FBC has now been produced for approval.
- 2.2. The FBC has been reviewed by a SWLEP appointed Independent Technical Advisor (ITA).
- 2.3. The FBC 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, along with the Swindon Borough Council (SBC) report, through the following link:

https://static.swlep.co.uk/swlep/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/new-eastern-villages-west-of-a419/swindon-nev-west-of-a419-fbc_v21_with-ast.pdf?sfvrsn=a5f8b1d6_4

- 2.4. The West of A419 scheme forms part of the NEV transport package which has been developed to address the impacts anticipated from the NEV development.
- 2.5. The BCR reported for the Core Growth scenario is 2.55 which is considered to provide high value for money. The robustness of the BCR has been tested using sensitivity test.
- 2.6. The Low Growth scenario results in a BCR of 1.9, which shows the symbiotic relationship of the growth and the need for the scheme. The scheme has medium VfM even in the Low Growth scenario.
- 2.7. The total outturn costs of the scheme of £4.77m with a LEP ask of £2.93m. The financial case is based on contractor prices and other cost information provided by SBC.
- 2.8. SBC is funding 39% of the scheme costs. This has been approved by SBC's cabinet and will be funded through prudential borrowing and reclaimed by future I06 Agreements.
- 2.9. The Hampshire County Council GEN 4 Procurement Framework, which is an OJEU compliant framework, was considered the best option of tendering.
- 2.10. The Contract was awarded to a single supplier using an NEC4 ECC under Option A: Activity Schedule.
- 2.11. SBC will be responsible for the maintenance of all new infrastructure created by the scheme, which will be funded through the future highway revenue budgets.
- 2.12. An up to date risk register has been provided. Key risks relate to COVID-19, unexpected site conditions and utilities.

3. Recommendation

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

- 3.1. approve the Full Business Case for New Eastern Villages West of A419, Nythe & Piccadilly traffic and junction improvements in order that the project be completed.



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 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Board Meeting 25 November 2020 Paper Number 6.3
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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, 25 November 2020		
Subject:	New Eastern Villages A420 Gablecross Junction – Full Business Case		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets:	2

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 New Eastern Villages A420 Gablecross Junction improvement project that will seek to deal with existing and new demand. Works include making the roundabout larger and adding traffic signals.
- 1.2. This paper is submitted for approval of the Full Business Case.

2. Summary

- 2.1. An Outline Business Case (OBC) was approved by the SWLEP Board in July 2019 and the FBC has now been produced for approval.
- 2.2. The FBC has been reviewed by a SWLEP appointed Independent Technical Advisor (ITA)
- 2.3. The FBC 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, along with the Swindon Borough Council (SBC) report, through the following link:

https://static.swlep.co.uk/swlep/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/new-eastern-villages-gablecross-junction-improvement/gablecross-junction-improvement-scheme---full-business-case.pdf?sfvrsn=fceea532_6

- 2.4. The Gablecross scheme forms part of the package of transport improvements required to facilitate the New Eastern Villages (NEV) development. The strategic case for the scheme is broadly sound.
- 2.5. The BCR reported for the Core Growth scenario is 3.8 which is considered to provide high value for money. The benchmark BCR for a project to be deemed viable is 2. The robustness of the BCR has been tested using sensitivity test.
- 2.6. The Low Growth scenario results in a BCR of 2.9, which shows the symbiotic relationship of the growth and the need for the scheme. The scheme has high VfM even in the Low Growth scenario.
- 2.7. The total scheme cost within the business case is £7.476m. The LGF ask is £4.4m which equates to 69% of the scheme cost. The costs are based on tender prices and include a risk based on a quantified risk assessment.
- 2.8. The SBC contribution has been approved by the SBC Cabinet and a signed letter from SBC Section 151 officer supporting the financial case has been provided.
- 2.9. Gen 4-2 (Lot1&2) has been used to procure the scheme. A single supplier has been appointed using an NEC4 ECC Contract under Option A: Activity Schedule.
- 2.10. The delivery of the Gablecross Junction scheme is not dependent on any of the other NEV schemes, but synergies and joint working with other NEV schemes has been used where appropriate for example the approach to Monitoring and Evaluation and a single traffic management consultant to provide a coordinated approach to traffic management across all of the NEV schemes.
- 2.11. SBC has successfully purchased two of the three parcels of land requires for the scheme and the purchase of the final parcel of land has been agreed, pending the finalisation of the legal documents.
- 2.12. SBC will be responsible for the maintenance of all new infrastructure created by the scheme, which will be funded through the future highway revenue budgets.
- 2.13. An up to date risk register has been provided. Key risks relate to COVID-19, unexpected site conditions and utilities.

3. Recommendation

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

- 3.1 approve the Full Business Case for New Eastern Villages A240 Gablecross Junction in order that the project be completed.



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Meeting & Date:	SWLEP Board – Wednesday, 25 November 2020		
Subject:	The Carriage Works Swindon, Outline Business Case		
Attachments:	None		
Author:	Debby Skellern	Total no of sheets:	2

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

- 1.1. This paper updates the Board on the development of The Carriage Works Outline Business Case which has been produced by Swindon Borough Council.

2. Summary

- 2.1. The outline business case for the second stage in the regeneration of The Carriage Works, in Swindon town centre, has been compiled and is currently with Cushman Wakefield for independent technical appraisal. The final version of the business case and the appraisal report will be submitted to the Board for its consideration at its December meeting.
- 2.2. The Outline Business Case focusses on units 11 (phase 2a) and 7, 9 (phase 2b) with a combined developed floorspace covering c.1858 sqm (c.20,000 sq. ft including mezzanine). These units are adjacent to 'The Workshed' which was completed in 2017.
- 2.3. The regeneration of The Carriage Works seeks to address:
- a) Restoration of Swindon's Railway Heritage;
 - b) Regeneration of Swindon's town centre;
 - c) Improved provision and access to higher education ;
 - d) The need for high quality office space, particularly for smaller businesses;
 - e) Business retention and new business investment; and
 - f) Support for high value-added industries.
- a) The scheme will provide space for a range of users including, but not restricted to:



- b) the Royal Agricultural University (confirmed);
 - c) the University of Bath's iCAST Research Gateway (subject to a successful Research England Bid) which is aligned to the development of the Innovation Campus for the Circular Economy proposed at Wroughton; and
 - d) Create Studios (subject to a successful application to the Towns Fund).
- 2.4. The costs of the scheme are c.£6.35m including a £4m allocation from the Getting Building Fund; £2.1m from Swindon Borough Council and £0.25m from Higher Education.

3. Recommendations

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

- 3.1. Note that the outline business case and appraisal report will come to the December Board meeting for a decision whether to approve the £4m Getting Building Fund allocation.



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Meeting & Date:	SWLEP Board – Wednesday, 25 November 2020		
Subject:	Porton Collaborative Innovation Centre Outline Business Case presentation		
Attachments:	None		
Author:	Debby Skellern	Total no of sheets:	2

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

- 1.1. This paper updates the Board on the development of the outline business case for the construction and fit out of a collaborative innovation centre and grow on space. This is the second phase of development at the Porton Science Park and it is referred to, in short, as 'Porton 2'.

2. Summary

- 2.1. Work has been completed by Wiltshire Council to develop the outline business case for this second phase of development at the Porton Science Park. The scheme looks to extend the Science Park's existing business base, encourage research collaboration and deliver high value jobs.
- 2.2. The proposed scheme comprises the construction of:
 - 2.2.1. 1,780 sqm innovation centre to support up to 63 researchers and ancillary staff; and
 - 2.2.2. 1,796 sqm shell space, for bespoke fit out by occupiers, as grow on space.
- 2.3. Planning permission is in place and it is proposed that the scheme would be delivered through a combination of financial sources: Wiltshire Council Capital Fund (£5m), ERDF (£2.5m) and the Getting Building Fund (£2m).



- 2.4. Wiltshire Council has been invited to present the scheme to the Board in advance of its formal decision in December when the final outline business case and appraisal report will be discussed.
- 2.5. Steer Group has been appointed as the independent technical adviser (ITA) to appraise the business case. This appraisal is currently underway.

3. Recommendations

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

- 3.1. Note that the outline business case and appraisal report will come to the December Board meeting for a decision whether to approve the £2m Getting Building Fund allocation to the scheme.



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Meeting & Date:	SWLEP Board Meeting – Wednesday, 25 November 2020		
Subject:	LGF Highlight Reports		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	10

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 LEP 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 LEP 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 October 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. We have three projects Amber Red, two of which are DfT retained projects.

Green	Amber Green	Amber Red	Red
13	12	3	0

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.

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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	X	SWLEP's involvement in the project has now ceased and the project will become a Wiltshire Council only led project. No further Highlight Reports will be presented. The remaining unspent LGF allocation has now been reallocated.
LGF/1617/00 4/CSH	Chippenham Station Hub	WC	13.00	13.00	AR	AG	Network Rail has now completed the tender exercise for the lift construction and WC will enter into a fixed price implementation agreement. The tender for Station Square is currently being evaluated by GWR and we expect to sign the final funding agreement by December. Sadlers Meads works are progressing as scheduled. Performance relating to LGF review and contracted spend has materially improved.
LGF/2020/00 1/J15	M4 Junction 15	SBC	17.5	3.00	G	G	FBC was approved in July 2020. 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	4.77	2.93	AG	AG	Full Business Case submission scheduled for November 2020. Preferred bidder checks being undertaken and contractor due to be appointed once FBC is approved. Scheme completion

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							scheduled for June 2021 and LGF element will be spent prior to March 2021.
LGF/1718/00 3/CCPM	River Park (Salisbury)	WC	36.90	6.06	AR	AG	The FBC was approved at the September Board meeting subject to conditions and WC has been working to satisfy these conditions by way of further review by the ITA. A further update will be provided at the November meeting.
LGF/1819/00 4/CCT	Salisbury: City Centre Transport (People Friendly Streets)	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 was approved with conditions by the SWLEP Board, September 2020. An update will be provided at the Board meeting.
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	AR	The main project programme is affected by the delay in the announcement of further funding from central government. Tendering was to take place in January 2021 and current delay is one month, so aiming to tender now in February 2021. Ongoing delays in funding allocation will result in the programme being further affected. Whilst there are

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							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 project is on track to present the Investment Prospectus to the Board early in 2021.
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 this project remains on track.
LGF/1617/00 9/UFB	Ultra-Fast Broadband	WC	3.00	1.00	AR	AG	Openreach has confirmed that works will be completed during the period January to March 2021 and therefore the remaining £500k of LGF funding will be accrued as part of the year end process.
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	Phase 1 of the new build block A will take place during 4 and the scheme is on track to spend LGF element by December 2020. Phase 2 and 3 will complete beyond the March 2021 deadline, these works are funded by Wiltshire College.

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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	The overall progress indicator remains at Amber Green to recognise the impact of the COVID19 crisis and the yet untried virtual careers programmes, however there is confidence that this will rise in coming months.
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. During the period, the Peer to Peer programme was launched and the 'This Way Up' webinar series has gained traction within the SME community.

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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	AG	£1,250,000 loan in place with repayment to SWLEP by December 2021. There is a repayment risk associated with planning permission of resident flats above the extended training/innovation centre (yet to be built) and this is being monitored.
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.
LEP/GPIF/011 /CI	Connected ID	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by October 2023.

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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. Tri-Party Agreement sealed and signed off by all parties. Network Rail easement/land transfer to HE near completion. HE detailed design approved. Roundabout 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. CPO notices issued September 2020 which will enable SBC to take possession of land January 2021. Principal Contractor to be appointed November 2020.
LGF/1617/00 2/WI	Wichelstowe Southern Access	SBC	25.86	22.90	AG	AG	It has been recently confirmed that the canal culvert and utility ducting is to be included within the scheme. Haul route north of M4 has started. Various legal agreements and planning conditions have now been executed/discharged. Concrete beams have been installed in phase one of the Underpass construction. The instruction to use excess material to construct a noise bund has been issued. All wayleaves for utility diversions are now in place. Drainage infrastructure is being constructed on the south of the M4.

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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/1617/010/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)	AG	AR	AR	R
	3	AG	AG	AR	AR
	2	G	AG	AG	AR
	1 (Unlikely)	G	G	AG	AG

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. >6 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, 25 November 2020		
Subject:	Growth Hub Operational Update		
Attachments:	None		
Author:	Chris Stevens, Growth Hub Manager	Total no of sheets:	4

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 on current and future Growth Hub activities.

2. Summary

2.1 The Swindon & Wiltshire Growth Hub (GH) continues to play a key role in supporting businesses with both their response and recovery during the pandemic. Since September 2020 alone the service has handled over 900 inbound calls combined with over 1000 digital exchanges with businesses including emails and webchats. GH now has six specific programmes/strands of support to offer the Swindon & Wiltshire business community and continues to add to its growing service with the potential of a specific strand of support on EU Transition. Financially, since April 2020 to date, the GH has successfully drawn down £194,000 of BEIS funding and is on course to transact a total of £503,000 by the end of December 2020 of BEIS and European Regional Development Fund monies. The Growth Hub now services and delivers a range of programmes that have a current total contract value of £3.4m. The Covid response projects totalling circa £800k are scheduled to end in March 2021. Prior to these arrangements, our recurring annual income was £205,000.

3. Recommendations

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

3.1 Read this information to gain a broad understanding of the Growth Hub's work in economic recovery and in general business support. Also, referencing section 4.5 to

have some discussion around the ERDF Recovery Grant Scheme is encouraged to highlight some issues Growth Hub has experienced with delivery.

4. Service/Programme Detail

4.1 Growth Hub Core – funding and resource has been recently spent on restructuring and defining the business support pages on the GH website to deliver a more clear and concise browsing experience. The support pages are now geared towards the business position rather than support programme titles so businesses can easily access the information they require based on their position. GH continues to provide business intelligence to BEIS via a weekly report and serves as the barometer for the areas business community in feeding back issues and concerns combined with both negative and positive economic impacts. Work to merge the Higher Futures business skills support website into the GH website is ongoing whilst still proudly delivering a dedicated skills support service under the Higher Futures/GH banner.

4.2 SME Competitiveness Programme – Funded by the European Regional Development Fund, this is the GH's flagship business support programme covering the spread of pre-start support through to scale-up with an element for Honda staff being made redundant that have aspirations to start a business, the three elements are delivered by:

- 1) Pre-start/start-up (YTKO)
- 2) Scale-up/Growth (SETSquared)
- 3) Honda workforce facing redundancy with ambitions to start a business (Swindon Borough Council with support from YTKO)

To date, 80 referrals have been made into SME Competitiveness with the majority being start-up from the GH team of Business Navigators alone.

4.3 Additional BEIS £257k Funding - Titled 'This Way Up', 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. With a total target of 300 businesses in receipt of support over the term of the programme, a milestone was recently reached of 272 businesses supported via the webinar series combined with 35 individual digital advice appointments delivered. The target of businesses supported has already been met.

In addition, this programme funds GH's Skills & Enterprise Adviser who is managing the Kickstart Scheme with SWLEP recently becoming a representative/intermediary. Two applications, totalling 70 placements, have been made to DWP with five placements on behalf of SWLEP over two roles of Administration & Communication Assistant and Strategy & Business Development Assistant.

4.4 Peer Networks – With a focus on ‘action learning’ in a sector specific group environment and following the successful recruitment of a Project Manager, GH has now recruited all mentors and facilitators with a view to launch Manufacturing as the first sector during November. Brea Woods – Project Manager – has been working closely with Paddy Bradley and the LEP network to create an Exit Strategy for the programme. This has been submitted for review and we await feedback.

4.5 £380k ERDF Visitor & Wider Economy Grants - The European Regional Development Fund have allocated £30m to support the Visitor and Wider Economy and will use the Growth Hub as its delivery vehicle. Swindon & Wiltshire has been allocated £380k to distribute to eligible businesses through a scheme affording businesses specialist support in areas such as HR and Legal and/or the procurement of equipment to support their recovery from the pandemic and build future resilience. The application window closed on 19 October.

Due to a series of technical related issues including a regional Microsoft outage and a failing with applications becoming visible following completion of an online form, substantial effort has been made in ensuring all applications have been found and captured and all applications receive a fair and consistent assessment vs the eligibility criteria. By way of ‘belt and braces’, the service issued manual application forms at times and has extensively supported businesses in the submission of all information required to make a viable application. Communications have happened informing businesses of the various stages and apologies have been made for delays.

A total of over 500 applications have been received with 150 being provisionally marked as ‘green’ vs eligibility criteria using a RAG rating system and are subject to final assessment via an approval panel.

Based on an average grant of £3k, there are 127 grants to distribute, communications with both successful and unsuccessful applicants for the 150 ‘greens’ is now underway.

5. Website & Marketing

5.1 Website traffic has at times been up by 200% during the pandemic and new regular volumes are up by 100% on last year. As the service grows, more businesses are hearing about the Growth Hub offer and we continue to publish helpful articles whilst maintaining our position as Central Government’s messaging vehicle for the grant and other support available.

5.2 Business Support pages on the GH website have been redesigned to provide a more concise browsing experience based on the businesses position.

5.3 The Growth Hub Community now has 1,589 members and continues to grow.

5.4 The GH website has received over 22,000 visits since June 2020.

5.5 The graphic below presents some data on the geographical split of where the businesses are based across the county that are in receipt of support:

