

AGENDA

Board Meeting

Date: Thursday, 28 January 2021

Venue: Via Video / telephone conferencing using Microsoft Teams link

Time: 8.30am – 12.30pm (AGM to start at 9am and Public Board 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) David Renard (DR) Keeran Vetriko (KV) Phillip Whitehead (PW) Peter Wragg (PW) – Deputy Chair	✓ ✓ ✓ ✓ ✓ Partial ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Advisors to the Board:	Terence Herbert (TH) Susie Kemp (SK)	Apologies ✓
Observers to the Board:	Cllr Pauline Church (PCh) Cllr Gary Sumner (GS)	Apologies ✓
In Attendance:	Claire Alexander (CA) Rory Bowen (RB) Sam Fox (SF) Karen Leigh (KL) or Emily Manser (EM), BEIS Representatives Debby Skellern (DS) Leanne Sykes (LS) Philippa Venables (PV) Dragana Houston (DH) Phil Clement (PC)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Guests:	Parvis Khansari (PK), Wiltshire Council ✓ Raquel Leonardo (RL), Wiltshire Council Parsa Mohammadpour (PM) University of Bath ✓ Dr Maik Schneider (MS) University of Bath Lt Col Duncan Attwell ✓ Amanda Newbery ✓ Cllr Alan Hill ✓ and Cllr Ian McLennan ✓, Wiltshire Council Cllr V Manro ✓ Swindon Borough Council	
Chairman:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	

		Board Directors' Private Session			
Item	Timing	Topic	Paper No.	Lead	
1.0	8.30am	Welcome			
		Welcome to new directors	Verbal	PJM	
2.0	8.40am	People Friendly Salisbury update			
			Verbal	PB	
3.0	8.55am	Review of minutes from 16 December 2020			
3.1		Review of draft minutes from Extraordinary Board Meeting on 16 December.	Paper 3.1	PJM	For approval
3.2		Matters Arising: No specific items as actions. Content will be discussed in public meeting.	Verbal	PJM	
	9am	End of Directors' private session			
	9am	Start of Annual General Meeting (AGM)			
	9.30am	Close of Annual General Meeting			
	9.35am	Start of Public meeting			
1.0	9.35am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.35am	Review of Draft Board Minutes of 25 November 2020.	Paper 2.1	PJM	For approval
2.2		Matters Arising: <ul style="list-style-type: none"> • Status of Board Directors whose initial three-year tenure has now expired. Mark Smith (MS) to revert with decision. MS had resigned from the Board. • To combine the Ideas Subgroup with that of Place & Infrastructure, thus reducing the burden of time on the Directors. SWLEP would therefore revert with a revised framework. COMPLETED 	Verbal	PJM	

Item	Timing	Topic	Paper No.	Lead	
		<ul style="list-style-type: none"> SWLEP would revert with a draft version of the SWLEP Dashboard in January. ON AGENDA Army keen to be involved with the Growth Hub's This Way Up Programme. PB to forward NH's contact details to This Way Up coordinator. COMPLETED 			
3.0	9.40am	Submitted questions	Paper 3.0	PJM	
4.0	9.50am	Local Growth Deal			
4.1	9.50am	<ul style="list-style-type: none"> People Friendly Salisbury 	Paper 4.1	PB	For approval
4.3		<ul style="list-style-type: none"> Project Highlight reports 	Paper 4.2	CA	For information
4.4		<ul style="list-style-type: none"> LGF Finance Report 	Paper 4.3	CA	For information
5.0	10.35am	SWLEP Operations			
5.1	10.35am	Chief Executive's Report	Paper 5.1	PB	For approval
5.2	10.45am	SWLEP Dashboard	Paper 5.2 and demonstration	DH	For approval
	10.55am	Comfort Break			
6.0	11.05am	Local Industrial Strategy			
6.0	11.05am	Natural Capital – PhD study	Paper 6.0 and Presentation	DS / PM	For information
7.0	11.35am	AOB	Verbal	PJM	
		Date of next Board meeting: Thursday, 25 March 2021 via video conference. 9am for Directors only 9.30 – 12.30pm for Public Board meeting		PJM	
		Future Meeting dates Thursday, 27 May 2021 Thursday, 22 July 2021 Thursday, 30 September 2021 Thursday, 25 November 2021 All via video / telephone conference until further notice.		PJM	
	11.40am	Close of Part ONE - Public Meeting			

Item	Timing	Topic	Paper No.	Lead	
		The public are excluded from this part of the meeting under the terms of the Swindon & Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.			
	11.40am	Part TWO of meeting			
8.0	11.40am	Local Industrial Strategy			
8.0	11.40am	Business Case for the Business Cyber Centre	Paper 8.0	CA	For approval
	12.30pm	Close of Part TWO of meeting			



In attendance:	Board Directors: Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Doug Gale, MBE (DG) 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	Board Advisers: Susie Kemp (SK) Observers: None, both Leaders in attendance
Apologies:	Andrew Gudgeon, OBE (AG) Cllr Pauline Church (PCh), Terence Herbert (TH) and Leanne Sykes (LS), Wiltshire Council Cllr Gary Sumner (GS), Swindon Borough Council	
In attendance:	Sam Fox (SF) / Rory Bowen (RB) - WC Claire Alexander (CA) and Debby Skellern (DS), SWLEP Karen Leigh (KL), BEIS representative Philippa Venables (PV), Swindon Borough Council	
Guest(s):	Alison Robinson, Wiltshire Council – representing Leanne Sykes Dragana Houston (DH), SWLEP Emma Gee (EG), Tom Campbell and Amro Hajhamdou, Swindon Borough Council Paul Chamberlain (PCh), Chamberlain Walker Scott Anderson (SA) and Richard Walters (RW), Wiltshire Council Margaret Wilmot, Salisbury Charmian Spickernell (CS), CPRE	
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 9.47am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting, including Charmian Spickernell from CPRE, as well as Alison Robinson from Wiltshire Council was representing Leanne Sykes as the Accountable Body, and contingents from both Swindon Borough Council's and Wiltshire Council's teams working on the Carriageworks and Porton Science Park Phase 2 projects.</p> <p>Apologies were noted.</p>	



Item	Narrative	Deadline
	<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. • 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. • In reference to items regarding People Friendly Salisbury, PJM advised of his company's involvement with Wiltshire Council and implementing MiPermit solutions in the City of Salisbury. 	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 23 September 2020 were reviewed and approved.	
2.2	<p>Matters Arising not on the agenda:</p> <ul style="list-style-type: none"> • DKH to circulate the Social Mobility Commission Report to Board Directors. COMPLETED - PJM and Deputies to work with the report. • 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. WITHIN ITEM ON AGENDA 	
3.0	Submitted Questions	
	<p>SWLEP had received questions from Charmian Spickernell (CS) of CPRE for this meeting. Responses had been sent to CS and the Directors prior to the meeting. (Attached to these minutes.) CS was in attendance and made additional comments.</p> <p>Her concerns were about the public consultation on planning. Decisions appeared to be pre-empted before the public had been consulted</p> <p>PWh responded to Question 2 regarding the Melksham by-pass and advised the meeting that the project was being funded by the Department for Transport (DfT) and Homes England was not involved. Generally, consultation processes still have to be applied. This proposal was out in the public earlier than usual - as planning permissions still needed to be obtained. The Local Plan had been published earlier than expected to take it into the public domain as soon as possible. Wiltshire Council wanted to be an open and transparent authority. It was expecting some backlash, but it had to be allocated funding in order to proceed with this process.</p>	



Item	Narrative	Deadline
	<p>PJM stated that the A350 was a strategic route through Wiltshire, but it was no longer fit for purpose so the debate should continue. Many villagers in the county wanted to stop HGVs travelling through their village and the only way to do this was to provide a better route. And that would be via the A350 but bypassing some towns.</p> <p>CS was thanked for her continued interest in SWLEP activities and for her attendance at this meeting. The Chair had requested a meeting with CPRE on its report on Transportation Deserts and would also like to discuss the DfT's Decarbonisation consultation.</p>	
4.0	Chief Executive's report	
	<p>Update to the Board including:</p> <p>Annual General Meeting (AGM) PB advised that there was only one other LEP which held their meetings in public in the same manner that we do, and SWLEP had been the first. Although not a legal requirement for limited companies of the size of SWLEP Ltd, SWLEP needed to hold an AGM to comply with National Assurance Framework statutory guidance. It was proposed to hold this at 1pm on 16 December prior to the Extraordinary Board Meeting which was already scheduled.</p> <p>The Annual Report would be available on the SWLEP website and for circulation.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: AGREED 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.</p> <p>Innovation Campus for the Circular Economy (ICCE) PB spoke to the meeting and explained the rationale behind the proposal. Public money was to be spent for capital projects and there were significant regulations attached. Although £200,000 had already been allocated to carry out some initial development work for the project, SWLEP and the scheme promoter (ICCE Ltd) were still seeking the capital requirements to build this campus. A Joint Venture, called ICCE Ltd, was to be established, but there were concerns from potential directors of that company about their level of risk. If the preparatory work had been completed, but the capital project did not materialise, the money was repayable.</p> <p>Discussions had been held with Wiltshire Council's Deputy 151 Officer, as the SWLEP's Accountable Body, to obtain clarity on this issue. It had been agreed that a project did not have to be implemented immediately. In some</p>	



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	<p>cases, there would be a delivery gap. Wiltshire Council was content with a time frame of five years. If, after that time had elapsed no project was forthcoming, the money would then be repayable. ICCE was the first project where SWLEP might be linked to a private company as the promoter of a capital scheme. It was suggested that the best way to move forward was for the SWLEP to assume that risk. It would make provision of £40,000pa for five years and that would cover that development cost. The Directors of the private entity could then focus on the project delivery.</p> <p>It was added that SWLEP would not be able to take this risk on every single project. Future projects may indeed have the same issue but SWLEP would need a more rigorous policy for these going forward.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED 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.</p> <p>Status of Board Directors whose initial three-year tenure has now expired PB spoke to the meeting and reiterated the discussion already held in the private session.</p> <ul style="list-style-type: none"> • Doug Gale had been reappointed for a second term • Alex Reed had resigned from the Board with immediate effect, but would remain as a technical advisor for the Growing Places Infrastructure Fund (GPIF) Working Group • Mark Smith (MS) would review his position over the next three-four weeks. WRc was undergoing re-structuring after purchase by RSK Group Ltd. His tenure had officially ended so he would not receive papers in the interim. His final decision would be made for the Extraordinary Board Meeting on 16 December. <p>Action: MS to revert with decision.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: CONFIRMED the status of three Directors, Doug Gale, Alex Reed and Mark Smith, whose initial three-year tenure had now ended.</p> <p>Succession planning for the forthcoming resignation of the Deputy Chair in March 2021 Peter Wragg was due to leave the Board in March 2020. The decision had been taken to have two Deputy Chairs, Mandy Clarke and Alison North. The role would be in a handover position between now and March 2021 with decisions being made on the clear delineation of roles</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board:</p>	8 Dec 20



Item	Narrative	Deadline												
	<p>AGREED 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.</p> <p>Update on Governance Framework PB updated the Board on the Governance Framework. SWLEP needed to populate the various Subgroups and Committees, so the idea had been to combine the Ideas Subgroup with that of Place & Infrastructure, thus reducing the burden of time on the Directors. SWLEP would therefore revert with a revised framework. SWLEP was also in the process of recruiting further Directors and was to announce these new appointments by the January Board.</p> <p>Update on SWLEP Dashboard PB advised that work was continuing with the dashboard. In order for it to be as up to date as possible SWLEP was looking to automate the process. A tendering process was currently underway and SWLEP would revert with a draft version in January. At the moment, a static version was available on the website.</p> <p>Demographics of the Board and team The table below is taken from the CEO's report.</p> <table><tr><th>Age Range</th><th>Number of Employees</th></tr><tr><td>18-24</td><td>1</td></tr><tr><td>25-40</td><td>5</td></tr><tr><td>41-59</td><td>13</td></tr><tr><td>60-70</td><td>1</td></tr><tr><td>Total</td><td>20</td></tr></table> <ul style="list-style-type: none">• Of the 20 employees 12 were female and 8 were male• Currently no representation by the BAME community in the SWLEP employee list• SWLEP had other temporary contractors who worked with us <p>The Board was currently undergoing a change in personnel as three members had reached the end of their initial tenure of three years. When the new membership was agreed, PB would produce a similar chart for the Board. SWLEP was on track to achieve a 50:50 gender balance as soon as possible, but certainly by 2022 as directed by the National Assurance Framework.</p>	Age Range	Number of Employees	18-24	1	25-40	5	41-59	13	60-70	1	Total	20	<p>Jan 2021</p> <p>Jan 2021</p> <p>Jan 2021</p>
Age Range	Number of Employees													
18-24	1													
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60-70	1													
Total	20													



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	<p>The SWLEP had submitted applications for Kickstart placements; three would be employed in Growth Hub activity and two would be employed on the Getting Building Fund. SWLEP would be able to provide six months' good employment experience.</p> <p>SWLEP Budget PB advised the meeting that:</p> <ul style="list-style-type: none"> • turnover had increased considerably this year; • the net gain from the interest accrued from the GPIF loan scheme was £104,000, following expenditure of circa £200,000 on salary costs, legal expenses and financial contribution to the Inward Investment programme; • combined income of £3m, with the Growth Hub income increased through different funding streams; and • the SWLEP was financially viable. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the remaining contents of the report.</p>	
5.0	Labour Market Intelligence (LMI)	
	<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/swlep-nov-lmi---board-v0-1.pdf?sfvrsn=e9ef3aed_4</p> <p>DH was thanked for an informative presentation.</p> <p>The presentation led to a wide-ranging debate covering issues including the negative impact of Covid on apprenticeship starts, particularly with SMEs, rural isolation decreasing job and training opportunities, the good performance of the Swindon and Wiltshire Careers Hub and its successful engagement with employers and the need for greater diversity in the workforce in SWLEP priority sectors such as cyber security.</p> <p>DH offered an invitation to the Directors to make contact should they need assistance with information on LMI.</p>	
6.0	Local Growth Deal	
6.1	<p>LGF Finance Report CA spoke to the paper. The presentation can be accessed by following the link below and referring to Pages 4-7.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-november-2020-ca.pdf?sfvrsn=5e769788_4</p> <ul style="list-style-type: none"> • The paper was provided for information • It showed an update on Q2 spend 	



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	<ul style="list-style-type: none"> • Thanks were extended to Local Authority Officers to get this focus on the projects. • No more highlight reports would be produced for the Yarnbrook/West Ashton A350 project as funding from the Local Growth Fund had ceased. • Wiltshire Council would deal with this project itself • These designated funds now needed to be reallocated. • This was the first period where no projects were RAG rated at RED. • The financial position was stronger, but focus needed to be maintained to become even better. • There would be no post-2021 spending! <p>PJM offered his thanks to Local Authority Officers and the BEIS team for working with SWLEP to reach this position.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the paper as a summary of the current LGF financial position.</p>	
11am	Comfort break	
	<p>Local Growth Deal (Cont'd)</p> <p>LGF Business Cases for approval:</p> <p>6.2 New Eastern Villages West of A419, Nythe & Piccadilly Full Business Case (FBC) CA spoke to the paper. The presentation can be accessed by following the link below and referring to Pages 8 and 9.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-november-2020-ca.pdf?sfvrsn=5e769788_4</p> <p>PJM asked about the impact of the new Symmetry Park on the highways around this junction. In response, DR stated that this junction was far enough away from the Park not to cause a problem.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case for New Eastern Villages West of A419, Nythe & Piccadilly traffic and junction improvements in order that the project be completed.</p> <p>6.3 New Eastern Villages A420 Gablecross Junction Full Business Case (FBC) CA spoke to the paper. The presentation can be accessed by following the link below and referring to Pages 10 and 11.</p>	



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	<p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-november-2020-ca.pdf?sfvrsn=5e769788_4</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case for New Eastern Villages A240 Gablecross Junction in order that the project be completed.</p>	
6.4	<p>Carriageworks Outline Business Case (OBC)</p> <p>DS introduced Phase 2 of the development to the Board. The Full Business Case would come to the next Board Meeting. Paul Chamberlain from Chamberlain Walker presented to the meeting. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/carriage-works-business-case.pdf?sfvrsn=1c3b518c_4</p> <p>The question was raised on how the Carriageworks were factoring in this year's Covid-19 disruption on business and potentially not as much need for traditional office space whilst companies were investigating new business models. In response, there was a strong demand for high-quality office space in Swindon and the space itself was very flexible; flexibility being the mitigation against this risk. If funding were not forthcoming from Research England for the University of Bath's iCAST or Create Studios was not funded, there were other interested parties for the space.</p> <p>The Carriageworks benefited from a very central location and parking provision which exceeded other town centre office stock. SBC would also be able to respond to demand for flexible lease arrangements. The University of Bath's fit out specification was not bespoke so it would work for other companies. This was a repurposed heritage building next to the station using sustainable construction methods.</p> <p>Paul Chamberlain quoted a link to the McKinsey report What's next for remote work: An analysis of 2,000 tasks, 800 jobs, and nine countries McKinsey. The future of remote work was likely to be hybrid in the wake of the Covid-19 pandemic, mostly for a highly educated, well paid minority of the workforce to reinforce the need for this type of flexible office space. Even large companies were moving away from Headquarters to regional hub and spoke models.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED that the outline business case and appraisal report would come to the December Board Meeting for a decision whether to approve the £4m Getting Building Fund allocation.</p>	



Item	Narrative	Deadline
6.5	<p>Porton Science Park 2 Outline Business Case (OBC)</p> <p>DS introduced the item and advised that further information would come to the next Board Meeting on 16 December. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/porton-presentation-swlep-10-11-2020.pdf?sfvrsn=5fc07426_4</p> <p>KL asked how the business support provision within Porton 2 would be joined up with the existing work of the SWLEP Growth Hub. In response, PB cited the close cooperation via the Inward Investment Programme for which Swindon Borough Council was the lead achieved Life Science opportunities for the Porton Science Park. Collaboration between the Local Authorities was strong on business support and working together was part of the general offer.</p> <p>SA advised that Wiltshire Council had a waiting list for businesses to come to Porton, so they could be near to their supply chain etc. Some were even from outside Wiltshire, so, Wiltshire Council was confident that this scheme would continue the success of Phase 1. This project had been entirely demand-led. The Council simply could not satisfy the demand and one of the biggest risks was that companies may go elsewhere if a solution for them could not be found quickly enough in Wiltshire. Porton was a global success story even prior to the Novichok and Covid-19 experiences. National and local agents would be used to broadcast opportunities to the market with a complimentary marketing and engagement campaign.</p> <p>This high technology of Porton 2 and the high research element linked to a University development around the Carriageworks demonstrated a strong entrepreneurial spirit in the area. These were growing sectors and precisely what SWLEP envisaged within its Local Industrial Strategy.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED that the outline business case and appraisal report would come to the December Board Meeting for a decision whether to approve the £2m Getting Building Fund allocation to the scheme.</p>	
6.6	<p>Project Highlight reports</p> <p>CA spoke to the paper. The presentation can be accessed by following the link below and referring to Pages 12 and 13.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-november-2020-ca.pdf?sfvrsn=5e769788_4</p>	



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	<p>A summary of the RAG rating status of the projects was as follows:</p> <ul style="list-style-type: none"> • there were 28 live projects; • 13 were at GREEN; • 12 were at AMBER GREEN; and • three were at AMBER RED. <ul style="list-style-type: none"> • the Yarnbrook / West Ashton project would now proceed outside SWLEP's funding from the Local Growth Fund; • the new loan arrangement for Connected ID was now in place via GPIF; and • projects within the Getting Building Fund would be included in the Highlight Report from January 2021. <p>The Swindon & Wiltshire Local Enterprise Partnership: NOTED the contents of the paper.</p>	
7.0	Growth Hub update	
	<p>CA spoke to the paper. The presentation can be accessed by following the link below and referring to Pages 14 - 16.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-november-2020-ca.pdf?sfvrsn=5e769788_4</p> <p>The Growth Hub was a completely self-contained activity with all business support staff now employed by SWLEP. Ground level feedback</p> <p>PB advised that the Growth Hub's This Way Up Programme was a great success with inspirational speakers. The Programme would finish with a session on business ethics and faith leaders were lined up to participate. NH said the Army would be very keen to be involved.</p> <p>Action: PB to forward NH's contact details to This Way Up coordinator.</p> <p>AN commended the Growth Hub on its rapid growth and for the way in which both CA and the Growth Hub Manager, Chris Stevens, were managing the programme.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: discussed and noted the content of the report.</p>	Nov 2020
8.0	AOB	
	<p>PB advised the meeting that the focus of the next meeting would be:</p> <ul style="list-style-type: none"> • the Outline Business Case for the Business Cyber Centre; • the Independent Technical Advisor's report on the Carriageworks; • the Independent Technical Advisor's report on Porton 2; and 	



Item	Narrative	Deadline
	<ul style="list-style-type: none">any relocation of funding for LGF projects. <p>The meeting would be held in private because of commercial confidentiality.</p>	
	Date of next meeting	
	Future Meetings Extraordinary Board Meeting Wednesday, 16 December 2020 via video conference. Directors to meet at 1pm for the Annual General Meeting followed by other business.	
	Proposed meetings for 2021: Thursday, 28 January Thursday, 25 March 26/27 May 21/22 July 29/30 September 24/25 November Meetings will be held via video/teleconference until further notice.	
	Close of the meeting at 12.17pm	

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



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

**Board Meeting
28 January 2021
Paper Number 4.1**

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 – Thursday, 28 January 2021		
Subject:	People Friendly Salisbury		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	7

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. The purpose of the report is to support the Directors in resolving the outstanding issues surrounding the use of funding currently set aside for the People Friendly Salisbury project.

2. Summary

- 2.1. The People Friendly Salisbury scheme is managed by Wiltshire Council and the full business case received support from the Board in September 2020, resulting in an allocation of £1.3m in funding towards the overall cost of £3,105,000. Currently, Wiltshire Council has incurred costs of £552,916. The Council has spent £393,116 at risk pending the finalisation of the funding agreement with the SWLEP for £1.3m. The Council has also accessed £159,800 from a grant of £1.1m authorised by the SWLEP Board in the aftermath of the Novichok attack in Salisbury.
- 2.2. Local support for the scheme from stakeholders waned between September and November 2020, resulting in Wiltshire Council's decision to suspend the scheme indefinitely. No activity or spending on the scheme has occurred since that decision.
- 2.3. Salisbury City Council changed its view to return to backing the scheme in a vote at an Extraordinary Full Council meeting. This was after the scheme was indefinitely suspended, and the City Council's latest position will be taken into account when the scheme is re-introduced.
- 2.4. Both Wiltshire and Salisbury City Council are keen to work together on re-introducing a refreshed scheme. This means SWLEP funding would not be available as the SWLEP is required by central government to have all funding accounted for by 31 March 2021.

- 2.5. The SWLEP is also bound by accountancy rules for the use of public capital funding. We have agreed with the s151 officer (the Finance Director) of our Accountable Body, Wiltshire Council, that we are allowed to fund development costs for projects which are not yet ready to be implemented fully, provided that the scheme is completed within five years of the development cost expenditure. The Board is asked to consider funding the development costs currently incurred at risk by Wiltshire Council as part of a wider decision to be made about the use of the funding for People Friendly Salisbury.
- 2.6. There is considerable debate about the role of complementary measures as described in the full business case. Paragraphs 4.12 to 4.14 outline the issue of the integrity of the full business case and concerns about proposals to implement the complementary measures regardless of the other part of the business case, the Experimental Traffic Regulation Order. This is designed to try out methods, receive feedback from the community, amend as necessary and after a period of 18 months, decide whether the changes are working, and the traffic regulation order could be made permanent.
- 2.7. Directors are asked to decide on the allocation of unused Local Growth funding. It is essential that Directors reach a decision on the allocation of the People Friendly Salisbury funding. Failure to do so will place the SWLEP under severe pressure about failure to ensure spending is completed by 31 March 2021.
- 2.8. The issue of funding for People Friendly Salisbury needs to be viewed in the context of the SWLEP's overall investment in the city and the surrounding area. This amounts to £24.99m of Local Growth Fund, £2m from the new Getting Building Fund and extensive ongoing business support provided by the Growth Hub and financial backing to enable the development and implementation of new branding guidelines and a marketing toolkit for Salisbury as part of the extensive post Novichok support package.

3. Recommendations

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

- 3.1. note the decision of Wiltshire Council, the scheme promoter for People Friendly Salisbury, to suspend indefinitely the implementation of the project and not draw down the allocated funding of £1.3m; and
- 3.2. agree that funding diverted from the People Friendly Salisbury project is transferred to the Growing Places Infrastructure Fund with the intended use to support the Business Cyber Centre project.

4. Detail

Background

- 4.1. Directors approved the full business case for People Friendly Salisbury in September 2020 (Item 8.3 in the minutes of the 23 September 2020 Board meeting) following earlier

discussions at the July 2020 meeting at which the Board agreed in principle to allocate £1.3m to the project pending the submission and agreement of the full business case.

- 4.2. There were conditions applied to the acceptance of the full business case. The scheme promoter, Wiltshire Council, was required to provide the Board with full tendered prices, a monitoring and evaluation plan and benefits realisation plan by November 2020.
- 4.3. Between September and November, work started on fulfilling the conditions of acceptance of the full business case and also the Council began at risk the implementation of the first phases of the project, starting with the Experimental Traffic Regulation Order (ETRO). The philosophy behind an ETRO is to try out changes, consult and listen to feedback from the community and amend, as necessary. The aim was to run the ETRO for up to 18 months, before deciding to implement or stop the scheme. This method is in use in a few other parts of the country, but it was the first time Wiltshire Council had taken this approach.
- 4.4. Following the implementation, concerns began to be raised by some individuals and organisations in the Salisbury area. At the November Board meeting, Directors were informed by Wiltshire Council that the project had been suspended indefinitely due to withdrawal of local support, noticeably from the MP for Salisbury, Salisbury City Council and the Salisbury Business Improvement District.
- 4.5. The suspension of the scheme meant that from that point onwards no further spending from SWLEP resources on the project was authorised. This position has caused concern for SWLEP Directors as the Board is required to oversee the spending of its full Local Growth Fund allocation from central government by 31 March 2021. The delay put at risk the £1.3m allocated to the project and the continuing suspension of the project means there is no likelihood of spending the allocation on this project before 31 March 2021.
- 4.6. At an Extraordinary Full Council meeting on 14 December 2020, Salisbury City Council withdrew its opposition to the scheme and voted in its favour by a small majority. This was after the scheme was suspended and Wiltshire Council has not indicated a timetable for re-introduction of the scheme since City Council's change of position.
- 4.7. Since November 2020, the nature of the scheme and its suspension have been the subject of much debate on social media channels, in local print media and in direct communication both to the SWLEP and Wiltshire Council. Views both for and against the scheme have been expressed. The MP for Salisbury has written three times to the SWLEP and Wiltshire Council on the issue, most recently to all Board members seeking agreement to implementing elements of the full business case.

Points for consideration

- 4.8. The total cost of the project is £3,105,000, with the £1.3m SWLEP allocation added to contributions from Wiltshire Council and a third source would be a Department for Transport contribution provided Wiltshire Council was successful in a bidding process.

- 4.9. Following the Board's agreement to the full business case, the SWLEP's £1.3m allocation has been awaiting formal inclusion in a funding agreement pending resolution of the conditions applied to the acceptance of the business case referred to in para 4.2.
- 4.10. Wiltshire Council has incurred costs of £393,116 at risk against the £1.3m. In a previous funding arrangement agreed by the Board as part of the SWLEP's post-Novichok support for Salisbury, Wiltshire Council received £1.1m to develop business cases for three projects, one of which has become People Friendly Salisbury. It was originally named and discussed at the SWLEP Board as People Friendly Streets. The expenditure under this allocation for the scheme is £159,800. This has already been passed through our accounts. This makes a total of £552,916 spent to date on the project.

Development costs

- 4.11. The Chair and CEO have held discussions with Wiltshire Council and Salisbury City Council to discuss the project. Both Councils have expressed a wish to work together on delivering a refreshed scheme at a later date in 2021, beyond March 2021. As the Board has consistently provided its support for the scheme, Directors are asked to consider the SWLEP's financial support for the development costs currently incurred. In agreement with the s151 officer of the Accountable Body, the SWLEP is able to fund development costs for projects which are not yet ready for implementation, provided the project is completed within five years of the expenditure on development costs. If Directors agreed to cover some or all of the development costs, the Board would need to see the details of a refreshed scheme as it would need to be delivering the same or very similar benefit cost ratio and achieve a good value for money judgement. If this is not achieved, the development costs would be repayable.

Complementary measures

- 4.12. The business case describes People Friendly Salisbury as 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) implemented through an 18-month Experimental Traffic Regulation Order; 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.
- 4.13. The aim is for the streets of Salisbury to 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 would 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 would set a precedent and benchmark for a roll out of pedestrian/cyclist focused schemes across Wiltshire's key settlements.
- 4.14. The business case states that the complementary measures can be implemented independently of the Experimental Traffic Regulation Order (ETRO). However, the Board

approved the whole business case which does bring both the ETRO and the complementary measures together to arrive at a benefit cost ratio and value for money judgement. Taking a piecemeal approach to tackling the complementary measures would not be in line with the decision taken by the Board to approve the full business case in September 2020. The SWLEP Board followed Her Majesty's Treasury's Green Book guidance on business case development to reach that decision in September 2020. It would not be in line with the SWLEP's Assurance Framework to fund activity outside the purpose of the whole business case.

Allocation of the funding

- 4.15. The SWLEP Board is responsible for ensuring approximately £101m out of the £169m received from central government is spent and accounted for by 31 March 2021. The remaining £68m is managed by the Department for Transport through its retained programmes scheme and is not subject to the same requirements.
- 4.16. The continuing suspension of the People Friendly Salisbury project, with no prospect of a re-start on a refreshed scheme until later in 2021, means the Directors need to determine the use of £1.3m funding, be it all or part of the allocation.
- 4.17. The Board has over the last six years re-directed funding, when scheme promoters have not been able to progress projects within the timescales set for the Local Growth Fund programme.
- 4.18. Directors have been asked in para 4.11 to consider funding the development costs of the project to date, which will help to demonstrate the Board's continuing support for the programme. If agreed, that would take £393,116 from the £1.3m budget. The proposal for the Board to discuss is the recommendation to transfer the project funds, all or in part to the Growing Places Infrastructure Fund, with the understanding it will be used to support the implementation of the Business Cyber Centre, a key project in our Local Industrial Strategy.
- 4.19. It is essential that Directors reach a decision on the allocation of the People Friendly Salisbury funding. Failure to do so will place the SWLEP under severe pressure about failure to ensure spending is completed by 31 March 2021.

Current support for Salisbury and the surrounding area

- 4.20. The issue of the use of funds for the People Friendly Salisbury scheme needs to be viewed in the context of the SWLEP's current support and investment into the city and nearby areas.
- 4.21. The investment from the Local Growth Fund stands at £24.99m and is made up of:
 - £13.83m to develop the Salisbury campus of Wiltshire College and University Centre;

- £6.06m to implement the River Park public realm and flood alleviation scheme at The Maltings;
 - £1.1m to develop schemes to be included in the High Street Fund bid, which has recently brought an additional £9m to Salisbury; and
 - £4m to build out phase 1 of the Porton Science Park.
- 4.22. The SWLEP was the first organisation to respond to the needs of business in the immediate aftermath of the Novichok by creating and distributing a £100,000 grant fund for small businesses in Salisbury.
- 4.23. The importance of Porton to the Salisbury area, the region and the country is shown by the SWLEP's work to lead the application to the Office for Life Sciences, part of the Department of Business, Energy and Industrial Strategy, and the Department of Health and Social Care for Porton to achieve Life Sciences Opportunity Zone status, gaining additional support for foreign direct investment.
- 4.24. In addition, phase 2 of the Porton Science Park is benefitting from £2m, bid for by the SWLEP as part of the Getting Building Fund.
- 4.25. The SWLEP has funded development work for a new branding approach for Salisbury as part of the general support post Novichok. The branding guidelines and toolkit have been created and the SWLEP is in discussion with the Marketing group of the Salisbury Place Board on the SWLEP's contribution to the cost of implementing the guidelines with all partners.
- 4.26. The SWLEP Growth Hub has a Business Navigator dedicated to South Wiltshire. Currently, 22% of the support, all of it free, accessed from the Growth Hub goes to businesses in the Salisbury area. This is second highest access to support from our Growth Hub. Businesses in the area have taken up support for:
- Start-up
 - Scale-up
 - Covid recovery
 - Innovation
 - Skills / Kickstart
 - Webinars
 - Peer Networks
 - Digital Capability
 - EU Transition
 - GPIF Loan
 - Grants including European Regional Development Fund, Wiltshire Council and Grant Finder.



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Meeting & Date:	SWLEP Board Meeting – Thursday, 28 January 2021		
Subject:	LGF Highlight Reports		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	10

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 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.
- 1.2 This report now includes performance reports for projects funded by the Getting Building Fund (GBF).

2. Summary

- 2.1 Highlight Reports are included within this report for all 28 live projects and below is a summary of current project status. We have two projects Amber Red, two of which are DfT retained projects.

Green	Amber Green	Amber Red	Red
14	12	2	0

3. Monitoring & Evaluation

- 3.1 As part of the LGF Assurance Framework, LGF outputs are being monitored and reported, with most of our outputs are being delivered post March 2021 when projects are completed. All Scheme Promoters are required to provide monitoring reports to SWLEP on a quarterly basis post March 2021 spend and as directed/requested by BEIS. A workshop with Officers will be held during February to ensure that year end reporting is thorough and that ongoing arrangements are fully understood.

**SWLEP Programmes Highlight Report
Board Meeting 28 January 2021**



LGF Funded Projects							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1617/004/CSH	Chippenham Station Hub	WC	13.00	13.00	AG	AG	Contracting arrangements with Network Rail and Great Western Rail are now in place and works have commenced. Sadlers Mead is on track and will be completed before the end of March.
LGF/2020/001/J15	M4 Junction 15	SBC	17.5	3.00	G	G	Full Business Case was approved July 2020. Contract has been awarded and Utilities diversion works are progressing to programme.
LGF/1516/003/EV (iii)	New Eastern Villages - A420 Gablecross	SBC	8.73	4.40	AG	AG	Full Business Case was approved November 2020. Scheme continues to be on track to spend LGF grant by March 2021.
LGF/1516/003/EV (iib)	New Eastern Villages – West of A419, Nythe and Piccadilly	SBC	3.82	2.93	AG	AG	Full Business Case was approved November 2020. Principle Contractor now appointed. Scheme completion scheduled for June 2021 and LGF element will be spent prior to March 2021.
LGF/1718/003/CCPM	River Park (Salisbury)	WC	36.90	6.06	AG	AG	Full Business Case approved September 2020 confirming Flood Defence Grant in Aid funding. Preliminary works including securing planning consent are progressing to schedule, with Wiltshire Council providing support by preparing a masterplan to guide the development of the wider River Park area. The masterplan and draft phase 1 proposals were published for consultation in November 2020 with consultation closing on 8 January 2021. It is anticipated that the masterplan will be taken to Wiltshire's council's Strategic

SWLEP Programmes Highlight Report Board Meeting 28 January 2021



							planning committee for approval around June 2020 after local elections. The Business Case was approved September 2020.
LGF/1819/00 4/CCT LGF/1819/00 3/FSG LGF/1819/00 2/ILS	Salisbury Recovery Projects	WC	0.25	0.85	G	AG	These projects have acted as enablers for the Future High Street Fund with MHCLG, where further work is required, and for People Friendly Streets project which has currently stalled.
LGF/1617/00 8/SBX	Swindon Bus Boulevard	SBC	6.00	3.00	AR	AG	The main project programme has been updated following the announcement on Boxing Day 2020 of Swindon's successful funding bid for £25m from the Future High Streets Fund. 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 project is on track to present the Investment Prospectus to the Board in March 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	AG	AG	Openreach has confirmed that works will be completed during the period January to March 2021 and therefore the remaining £500,000 of LGF funding will be accrued as part of the year end process.

**SWLEP Programmes Highlight Report
Board Meeting 28 January 2021**



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	The scheme is on track to spend LGF element by March 2021. Phase 2 and 3 will complete beyond the March 2021 deadline, these works are funded by Wiltshire College.

Getting Building Fund (GBF)

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GBF/GD 404	Carriage Works (Swindon)	SBC	6.35	4.0	G	G	Received approval from SWLEP Board to draw down £4m Getting Building Funding towards the project. Tendering activity has now commenced.
LEP/GBF/GD 403	Porton Collaborative Innovation Centre	WC	9.26	2.0	G	G	Received approval from SWLEP Board to draw down £2m Getting Building Funding towards the project. Obtained Wiltshire Council cabinet approval to proceed to funding and build contracts.

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Board Meeting 28 January 2021**



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 as it is too early to see the overall impact of the new virtual careers' programmes on offer across the region.
LEP/GEN/002/GH	Growth Hub	SWLEP	n/a	n/a	G	G	Building on the core annual grant of £205,000/annum, the Growth Hub now services and delivers contracts with an in-year value of £1.822m. The team has grown from three staff in March 2020 to 15 as at January 2021.

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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. Construction completion delayed to December 2021 due to impact of possession availability with Network Rail during 2020. Electrification works now completed and the land transfer with the Parish Council is complete.
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 and SBC has now taken possession of the land. Full business case is being finalised.
LGF/1617/00 2/WI	Wichelstowe Southern Access	SBC	25.86	22.90	AG	G	Canal culvert and utility ducting is now included within the scheme. Haul route north of M4 has started. Various legal agreements and planning conditions have now been executed/discharged. Construction is underway.

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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.	
LGF/1617/009/YWA	A350 Yarnbrook/West Ashton	WC	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 – Thursday, 28 January 2021		
Subject:	LGF Finance Report (Q1 20/21)		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	2

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

- I.1 This paper summarises the current financial status and associated performance of the LGF grant as at Q2 (September) 2020/21.
- I.2 Q3 (December) 2020/21 figures are currently being prepared and will be reported at the March Board meeting once approved by the Accountable Body 151 function.

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 £42m.
- 2.3 Spend during Q1 was £6.858m reducing the remaining spend for the year to £35.022m.
- 2.4 Spend during Q2 was £5.785m reducing the remaining spend for the year to £29.237m less £4.159m (recently reallocated from LGF (A350 Yarnbrook) to GPIF), £25.078m.
- 2.5 The profile of this remaining spend is £11m in Q3 and £14m in Q4.
- 2.6 The above figures exclude DfT projects which are reported separately, and directly to Department for Transport. Please see section 4 of this report for further information.

3. LGF Review

- 3.1 This exercise is complete and the remaining 1/3 payment has been released by Treasury.
- 3.2 SWLEP's Delivery and Performance Team remain sighted on the need to review and report progress against uncontracted spend as part of the Q3 reporting process and as part of the LEP's BEIS Annual Performance Review.
- 3.3 At the time of this report £900k has not yet been contracted and this represents 0.89% of the £101.5m of LGF funding.
- 3.4 At the time of this report, NO projects are currently considered at risk (RED).

4. Department for Transport (DfT)

- 4.1 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

5. Recommendation

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

- 5.1 note this paper as an accurate summary of the current LGF financial position.



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Meeting & Date:	SWLEP Board Meeting – Thursday, 28 January 2021		
Subject:	Chief Executive's Report		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	5

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

2. Summary

- 2.1. The report seeks approval for one recommendation related to a pay award to SWLEP staff.
- 2.2. In addition, it provides information for the Board on four other items:
- 2.2.1. confirming decisions on two Getting Building Fund projects at the Carriage Works, Phase 2b, Swindon and Porton Collaborative Innovation Centre;
 - 2.2.2. information about two bidding opportunities, one linked to health and the other to digital skill development; and
 - 2.2.3. an update on preparations for the SWLEP's annual performance review with BEIS and a planned peer review involving another LEP; and
 - 2.2.4. two important education announcements - an important White Paper for the FE sector about vocational education, "Skills for Jobs" and the long-awaited initial response from the Department for Education (DfE) on the Augar Report on post-18 education and funding.

3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:
- 3.1.1. agree the one-off pay award of £200 per employee, for those employed for the last six months;
 - 3.1.2. note the information included in the four other items in the report.

4. Detail

Pay award

- 4.1. The SWLEP Board has a Pay and Remuneration Committee which considers pay and reward issues for the company. At a recent meeting, the Directors considered options for staff pay and reward in the 2020-21 financial year. They considered what is happening in other business sectors by reviewing a cross-sector analysis published by a national HR body.
- 4.2. The SWLEP's position is complicated by the fact that a body of staff are on fixed term contracts paid for by temporary Government-funded programmes. Those colleagues are on fixed salary contracts and the programme funding does not cover pay increases. This does not apply to those colleagues on core-funded SWLEP contracts.
- 4.3. The Committee recognised the hard-working nature of the SWLEP employees but decided against recommending a cost of living rise as salaries across similar business sectors were largely static. The committee members recommend to the Board that all SWLEP staff employed for at least the period of the last six months receive a £200 one off reward payment to be paid in February 2021.
- 4.4. The CEO is committed to taking to the Committee a Pay and Reward policy which would include a link between performance and the annual pay award.
- 4.5. The Directors know this is not the position they or the staff would like to be in and are keen to look at what policy changes and incentives they could look at when reviewing pay for 2021-22.

Getting Building Fund

- 4.6. This note is to confirm decisions made at the Board's Extraordinary meeting on 16 December 2020 on two projects put forward for the Getting Building Fund. The Porton Collaborative Innovation Centre is allocated £2m following approval of the outline business case.
- 4.7. The outline business case for the Carriage Works, Phase 2b, Swindon was approved with an allocation of £4m. There were some conditions applied to the approval and good progress has been made to meet those conditions.

Bidding opportunities

- 4.8. The Health Foundation is running a competitive bid for a programme call Economies for Healthier Lives. The core objectives of the Economies for Healthier Lives programme are to:
 - 4.8.1. improve the capacity and capability of economic development and public health professionals to take joint action to use economic development to improve health – for example, through the development of joint posts or organisational development activities;
 - 4.8.2. develop a better understanding of the mechanisms through which economic development interventions affect health and wellbeing outcomes – for example, by

studying how local investments in infrastructure might change the conditions people need to lead healthy lives;

- 4.8.3. support the development of metrics to monitor the health and wellbeing impacts of economic development interventions – for example, through the provision of resource to build health, wellbeing and inequality measures into economic development strategies;
 - 4.8.4. build understanding of how to translate the evidence base into practical action – for example, to tailor evidence about active labour market interventions to reflect local needs and priorities; and
 - 4.8.5. capture learning from the programme to be used to inform and change practice across the UK through wider dissemination by the Foundation.
- 4.9. The following is a draft outline of the focus of the bid for Swindon and Wiltshire.
- 4.9.1. The Swindon and Wiltshire Healthy Lives Programme proposal will focus on generating health and economic benefits amongst the long term unemployed in our area. At the centre of this work will be the Department for Work and Pensions (DWP) Restart Programme which is scheduled to start in the early summer.
 - 4.9.2. The Restart Programme is targeted at individuals who have been unemployed for in excess of twelve months and have been in receipt of universal credit or other out of work benefits. This beneficiary group will comprise two cohorts:
 - 1. the persistently long-term unemployed; and
 - 2. COVID-19 related long-term unemployed arising through redundancy or self-employment ceasing. The largest group affected are expected to be young people who were employed in lower skilled and lower paid retail, leisure and hospitality sectors which have been most affected by restrictions and the three lockdowns and the over 50s.
 - 4.9.3. The Restart Programme will be mandated by DWP and support will focus on the individual needs of the beneficiary. The proposal is to enhance DWP's Work Coach provision by complementing it with other health and employment support resources from local partners in order to improve the chances of sustained employment outcomes and associated health benefits.
 - 4.9.4. The additionality of the Swindon and Wiltshire Healthy Lives Programme stems from the range of partners which have agreed to work together and deliver an enhanced Restart Programme locally.
 - 4.9.5. The effectiveness of the support delivered to beneficiaries can be monitored and evaluated against the two cohorts of beneficiaries and fed into the design and rollout of economic and health interventions in the future.
 - 4.9.6. The academic rigour, which will be marshalled from behind the scenes of delivery, can be used to inform national policy as well as local delivery based on robustly measured evidence and best practice by contrasting the outcomes and impacts of delivery across the two cohorts of beneficiaries.

- 4.10. The second bidding opportunity is in response to a Department for Education's call for Digital Bootcamps. LEPs in the Western Gateway region are working in support of a potential bid led by the Institute of Coding based at the University of Bath. There is much interest in the concept around the area and the call, which has both a national and regional element to the bidding process is likely to attract a lot of interest.
- 4.11. The LEPs would contribute to a scheme by committing to link businesses to those people provided with training to ensure they have a job interview.

Annual Performance Review and Peer Review

- 4.12. The SWLEP has an annual review from BEIS and a mid-year update. The annual review comes at this time of year, with a date set for Thursday 4 February 2021. All the required preparatory documentation was sent through to BEIS on 20 January as required. Thanks to the SWLEP executive team and the finance team at the Accountable Body for their work on this. The review this year is light-touch to reflect the current pressures on all participants.
- 4.13. In addition to a review from BEIS, the LEP Network supports peer reviews within the 38 LEPs across the country. In 2020, the SWLEP paired with South East LEP. In 2021, we will carry out a peer review with Thames Valley Berkshire LEP. We are working on the focus of the review to ensure it is a worthwhile exercise for both parties.

Education announcements

- 4.14. The Department for Education launched on 21 January a White Paper concerning the provision of vocational education – Skills for Jobs. Based on pre-launch briefings, the proposals have received a broad welcome from on both the demand and supply side.
- 4.15. The one-year spending announcement has put some constraints on the ambition of the reform, but it is possible that the multi-year Comprehensive Spending Review scheduled for this year would help align more fundamental changes with the production of the Act of Parliament following this consultation period on the White Paper.
- 4.16. The key measures in the White Paper include:
- 4.16.1. business groups, including Chambers of Commerce, working alongside colleges to develop tailored skills plans to meet local training needs; supported by a £65 million Strategic Development Fund to put the plans into action and establish new College Business Centres to drive innovation and enhanced collaboration with employers;
 - 4.16.2. giving employers a central role in designing almost all technical courses by 2030, to ensure that the education and training people receive is directly linked to the skills needed for real jobs;
 - 4.16.3. boosting the quality and uptake of Higher Technical Qualifications – that provide the skills that many employers say they need and that can lead to higher wages – by introducing newly approved qualifications from September 2022 supported by a government-backed brand and quality mark;

- 4.16.4. changing the law so that from 2025 people can access flexible student finance so they can train and retrain throughout their lives, supported by funding in 21/22 to test ways to boost access to more modular and flexible learning;
 - 4.16.5. launching a nationwide recruitment campaign to get more talented individuals to teach in further education and investing in high quality professional development including a new Workforce Industry Exchange Programme; and
 - 4.16.6. overhauling the funding and accountability rules, so funding is better targeted at supporting high quality education and training that meets the needs of employers; and introducing new powers to intervene when colleges are failing to deliver good outcomes for the communities they serve.
- 4.17. Dr Philip Augar led a review into post-18 (or “tertiary”) education, which was published in May 2019. The opening paragraph of the review summarises the position well:
- 4.17.1. “Post-18 (or ‘tertiary’) education in England is a story of both care and neglect, depending on whether students are amongst the 50 per cent of young people who participate in higher education (HE) or the rest. The panel believes that this disparity simply has to be addressed. Doing so is a matter of fairness and equity and is likely to bring considerable social and economic benefits to individuals and the country at large. It is our core message.” *Review of Post-18 Education and Funding May 2019*
- 4.18. The government at the time welcomed the review’s findings but has taken until now to publish its initial response to the recommendations. Similar to the “Skills for Jobs” White Paper, the later multi-year Comprehensive Spending Review is seen as an important mechanism to embed the system change recommended by the Augar Review.



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Meeting & Date:	SWLEP Board Meeting – Thursday, 28 January 2021		
Subject:	SWLEP Dashboard		
Attachments:	Appendix A - SWLEP Dashboard Select Screen Shots (3 pages)		
Author:	Dragana Houston	Total no of sheets:	2 + 3 = 5 pages

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 SWLEP Dashboard draft 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 has a dual purpose:
- it gives a feel for whether we are moving in the right direction, fulfilling our organisational aims and those entrusted to us by the government; and
 - it offers a robust source of information for local businesses, helping them and investors make informed decisions regarding local developments.
- 2.3. It will be used to track:
- 2.2.1 the progress of our projects, in terms of red / amber red / amber green / green status; this will include Local Industrial Strategy projects and the Local Growth Deal projects;
- 2.2.2 the health of our organisation in terms of operational performance;
- 2.2.3 changes in job and apprenticeship vacancies, as an up-to-date indicator of the local labour market changes; and
- 2.2.4 a set of national indicators, showing how the SWLEP is changing over time and compared to the national average.
- 2.3 It features strong visuals, simplifying complex data and creating awareness of our performance swiftly.

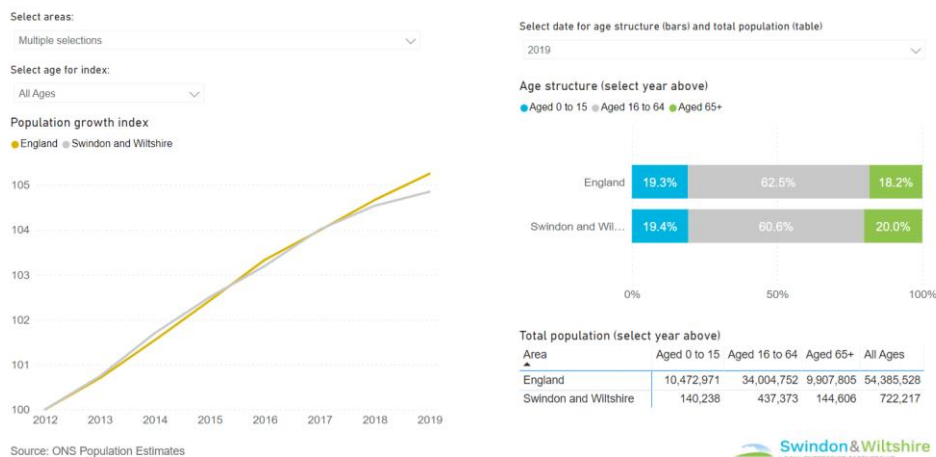
- 2.4 To ensure the data's comprehensiveness, the dropdown menus allow comparisons across different geographical areas and the periods in the timeseries data can be increased or decreased, as needed. To ensure the dashboard's robustness and instil confidence, the source of each data set is clearly referenced, alongside the date of publication.
- 2.5 Finally, it is important to note that this a progressive development within the SWLEP community, since the SWLEP Dashboard is almost entirely automated, utilising Application Programming Interfaces (APIs) for four of the five underlying data sets. The only dataset without an API is the internal SWLEP data showing the progress of the Local Growth Fund / Local Industrial Strategy projects. However, even here we will have automated dashboard feeds, with the underlying data held in a spreadsheet manually updated on a bi-monthly basis. The remaining four data sources that employ APIs include:
- internal SWLEP operational performance data, held in the Xero accounting software;
 - internal Growth Hub data, showing how many businesses we are engaging, held in HubSpot;
 - external EMSI online job postings data, for which we have procured an annual licence, and
 - external NOMIS data, monitoring indirect performance indicators, cutting across population, employment, qualifications, earnings, benefit claimants and businesses statistics.

3. Recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to: approve the SWLEP Dashboard as demonstrated.

4. Appendix A: SWLEP Dashboard Select Screen Shots

Performance indicator - Population

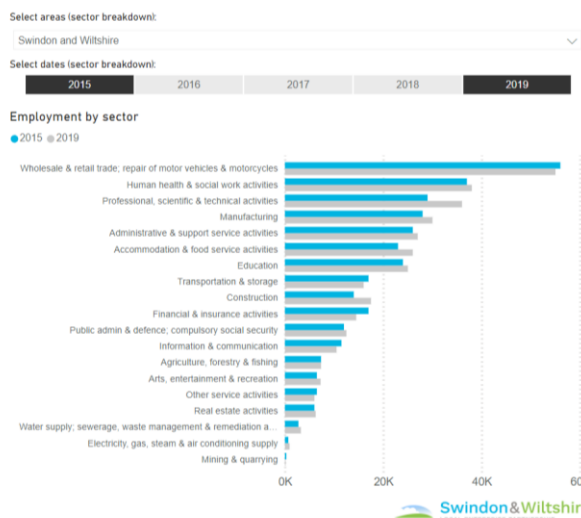
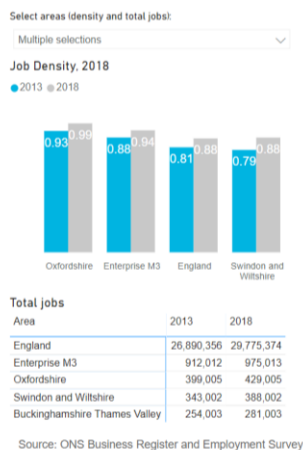


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Share

Performance indicator - Employment



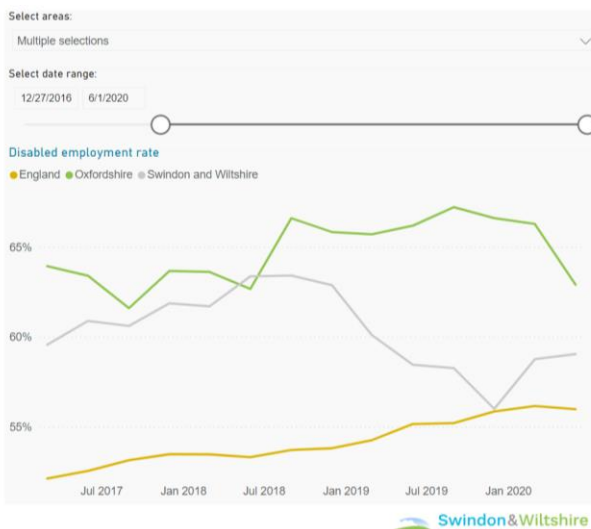


Performance indicator -
Disabled employment

Current rate of employment	
Area	Disabled people employment rate
Swindon and Wiltshire	59.1%
Oxfordshire	62.9%
England	56.0%

01 June 2020
Latest Data

Source: ONS Annual Population Survey

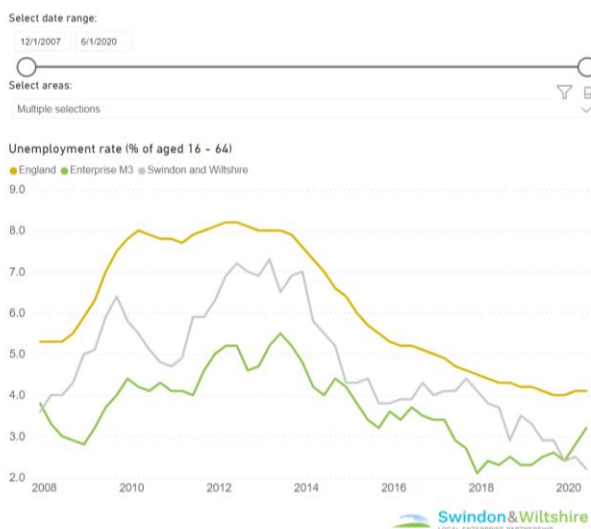


Performance indicator -
Unemployment

Current number and rate of unemployment		
Area	Unemployed	Unemployment rate (%)
England	1,134,600	4.1
Enterprise M3	24,900	3.2
Swindon and Wiltshire	7,800	2.2

01 June 2020
Latest Unemployment Data

Source: ONS Annual Population Survey





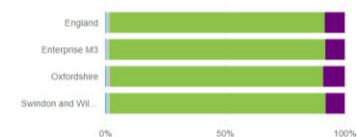
Performance indicator - Business

Select areas for business size and demography:

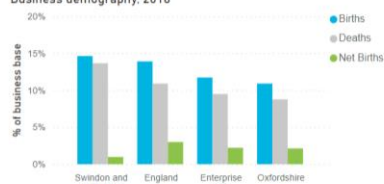
Multiple selections

Business size, 2020

Size: Large (250+) Medium (50 to 249) Micro (0 to 49) Small (10 to 49)



Business demography, 2018



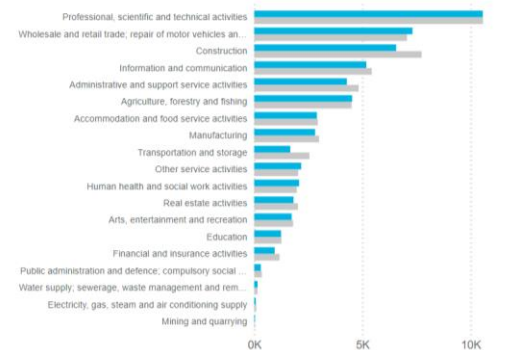
Source: ONS UK Business Counts; Business Demography

Select areas for business count:

Swindon and Wiltshire

Business count by sector

2015 @ 2020



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

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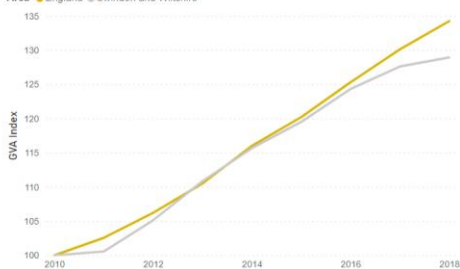
Performance indicator - Economic output (GVA)

Select area for industry composition:

Multiple selections

GVA Growth Index

Area: England Swindon and Wiltshire



Source: ONS Regional Gross Value Added (balanced) by Industry

Select year for industry composition:

2010 2011 2012 2013 2014 2015 2016 2017 2018

Select area for industry composition:

Swindon and Wiltshire

GVA (£million) by Industry. Hover with mouse for detail



Swindon & Wiltshire
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Meeting & Date:	SWLEP Board Meeting – Thursday, 28 January 2021		
Subject:	Natural Capital PhD research		
Attachments:	None		
Author:	Debby Skellern	Total no of sheets:	1

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. A presentation will be made to the SWLEP Board to introduce the Natural Capital PhD research student and work programme.

2. Summary

- 2.1. Natural Capital means looking at nature as a collection of assets that have value for society for example: forests; fisheries; rivers; biodiversity; land and minerals. Assets can have a market value such as timber and fish, or a non-market value like the landscape or outdoor recreation.
- 2.2. The emerging Swindon and Wiltshire LIS embraced the concept of Natural Capital and understanding its value to the local economy including how this can be integrated into SWLEP's decision making (strategic priority 12).
- 2.3. In January 2020, the SWLEP Board agreed to co-sponsor a PhD with the Department of Economics at the University of Bath. The PhD opportunity was openly advertised and in September 2020, it commenced on a part-time basis. SWLEP is invited to monthly supervision meetings. This is the first update to the Board on the research and further sessions are proposed on a six-monthly basis.

3. Recommendations

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

- 3.1. note the future work programme to deliver the research.