

Full Application Form

EUROPEAN STRUCTURAL & INVESTMENT FUNDS

ESIF-Form-2-010

For completion by the Managing Authority ¹	
Project Number	
Date received	
Version number	

¹ Throughout this document, "Managing Authority" means the European Regional Development Fund Managing Authority (Ministry of Housing, Communities and Local Government), the London Intermediate Body (Greater London Authority) and the European Social Fund Managing Authority (Department for Work and Pensions)

1.0 Applicant Details	
1.1 Applicant organisation	Wiltshire Council
1.2 Status of organisation	
1.3 For private sector applicants, what is the size of the enterprise applying for funding?	Small
	Medium
	Large
1.4 Company/charity registration number (where applicable)	
1.5 VAT number (where applicable)	GB 501 6248 82
1.6 Applicant address	County Hall
1.7 Applicant address (row 2)	Bythesea Road
1.8 Applicant address (row 3)	
1.9 Town / City	Trowbridge
1.10 County	Wiltshire
1.11 Postcode	BA14 8JN
1.12 Main contact	Richard Walters
1.13 Job Title / Position in the Organisation	Head of Major Projects
1.14 Email	richard.walters@wiltshire.gov.uk
1.15 Telephone Number	01722 434495
1.16 Mobile Number (optional)	07769 672 806

2.0 Project Details	
2.1 Project Name	Porton Science Park – Research and Innovation Centre
2.2 Local Enterprise area(s) covered	Swindon and Wiltshire
2.3 Reference number of the call you responded to.	OC33R18P 0793
2.4 Name of European Structural & Investment Funds Investment Priority	Priority Axis 1: Promoting Research and Innovation 1a enhancing research and innovation infrastructure and capacities to develop research and innovation excellence, and promoting centres of competence, in particular those of European interest 1b promoting business investment in research and innovation
<p>2.5 Project Description – Fully describe how the project will be delivered. You should avoid overly technical terminology. Your response should be understood by a non-expert. In your response please cover There is no word limit but you are encouraged to keep this description <u>focussed</u> on the activity of the project:</p> <ul style="list-style-type: none"> • What the project is, including the specific activities undertaken as part of the project • Where the project will be delivered • Over what timescale • Who will deliver it • Who will benefit from the project • What the benefits will be <p>For capital funded activity, please complete Annex 2(c)</p> <p>Please refer to organisation names (and job titles if necessary) rather than the actual names of individuals when describing project delivery arrangements and responsibilities.</p> <p>Please ensure your response addresses each of the listed bullet points. You may use sub-headings in your response if this is helpful.</p> <p>For ESF projects, please include a high level, end-to-end customer journey document e.g. flow chart as an annex to your application.</p>	

What the project is

The project will deliver a 20,000 sq ft Innovation Centre ('the Centre') to support scientific activities linked to the Porton campus. The centre will be a research and innovation facility providing; collaborative workspace, flexible office and laboratory bench space. A programme of business support, training and development will be provided by specialist providers at the Centre. The project will promote and develop interaction between universities, SMEs and the Swindon and Wiltshire Local Enterprise Partnership (SWLEP), enabling universities to strengthen their role as strategic partners in growth in Swindon and Wiltshire. Porton Science Park is strategically positioned to facilitate this, with similar objectives to a UEZ (University Enterprise Zone). This approach will help academics, entrepreneurs and businesses achieve and accelerate growth by investing in innovation, research and development activities.

Where the project will be delivered

The Centre will form a second phase building at Porton Science Park, on land adjacent to Dstl and PHE, outside of the secure MOD compound perimeter at Porton Down. The area is a nexus of the South Wiltshire Research Triangle, incorporating the relationships between PHE/Dstl, QinetiQ, Salisbury NHS Trust and Southampton University. It is located to the north east of Salisbury within the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) A303 Growth Zone.

Over what timescale

Following a procurement process to appoint a design and build company/companies, construction is programmed to start on site in June 2020 with practical completion / handover of the building in April 2021. Business support provision will commence following handover of the building and continue to mid-2023.

Who will deliver it

The Council will deliver the project. The Council and the campus partners are currently in the process of appointing a PSP Director who, along with the existing Beech-Allen Building Centre Manager, will have overall responsibility for the management and animation of the second phase Research and Innovation Centre. The business support provision will be procured by the Council.

Who will benefit from the project

SME companies engaged in S&T activity in the health and life sciences sector, potentially including new start-ups, higher education institutions wanting to participate in specialist research activity at Porton, the existing institutions and companies at the Porton science campus, the business support provider (to be appointed), and the Council.

What benefits will there be

The Centre, being located at an existing and world-renowned science hub, will provide a high-quality environment in which to inspire invention, discovery, and experimentation combined with entrepreneurial prowess. It will provide users with the opportunity to take full advantage of the potential for collaborative working and knowledge sharing. The Centre will encourage greater interaction and collaboration between universities and businesses, allowing universities to establish and strengthen their role as strategic partners in local growth and stimulate further development at the Science Park.

Specifically:

- SME's will benefit from access to collaborative meeting, laboratory, office and conferencing space which is in high demand, as well as specialist technical support and business advice which is not at present readily available at the Porton Science Campus
- HEI's will benefit from the same access, enabling them to send visiting postgraduate researchers and research staff to engage with commercial enterprises and the research institutions at Porton Science Campus which will also benefit

2.6 Will the project involve Delivery Partners? If yes complete 2.6.1	Yes		No	x
2.6.1 Delivery partner name & address including postcode, and their Company / Charity registration number. (Please refer to organisation names rather than the actual names of individuals)	Role and confirmation that they will defray expenditure (will they provide match funding)	Is an SLA in place and if not when it will be?		

2.7 Outline Application Conditions

Explain how you have addressed each of the conditions made at the Outline Application endorsement stage. Add additional rows if necessary

Outline Application Stage Conditions & how they have been met

1) Procurement

In the formulation of this full application we have referred back to the ESIF Compliance Guidance Note (ESIF-GN-1-001) on Procurement Law and in particular the Public Contracts Regulations 2015. We note that procurements will be tested in detail in the lifetime of the project and by different independent bodies.

We have produced and provide sourcing plans for each element of the project which is to be procured.

We have not yet undertaken procurements relating to this project although we intend to proceed at risk with the first phase of the commission plan leading to the submission of a full planning application and production of a detailed costs report.

We provide as an appendix to our full application an account of our previous experience of procurement irregularity that has led to system and process improvements.

2) Delivery of outputs 1a and 1b

The project will deliver 1a outputs through the provision of the Research and Innovation Centre.

The outputs relating to 1b will be delivered via specialist support providers, who will be procured as part of this project to deliver a programme of business support at the Centre.

3) Support of local growth needs

The project will address growth needs identified in the Swindon and Wiltshire ESIF strategy which in turn is informed by a wide body of evidence including the Local Enterprise Partnership's Strategic Economic Plan. The project is also aligned to the Industrial Strategy and specifically the recently published Life Sciences Sector Deal.

The needs the project will address are in:

- Innovation,
- Knowledge and Skills Sharing, and;
- Business Competitiveness

Innovation

The project will broaden out innovation at Porton to more SME's in Swindon and Wiltshire. While Swindon and Wiltshire have clear strengths in innovation, with a comparatively high number of patents, cost makes it harder for SME's to innovate. The Centre will provide a flexible and affordable space for collaborative innovation combined with specialist support (Innovation Technology Counsellors) to enable SME's to innovate to grow their businesses and consider looking for new markets and innovation partners overseas. It will attract entrepreneurs looking for an innovative environment in which to start a new high-value creative business. It will also function as a Technology Translator, able to explain the importance of emerging technologies to more SME's. It will provide a physical location for specialist technical activity and start-ups to secure additional grants to fund their endeavours. It will drive greater commercialisation and exploitation of research and development activity, particularly arising from private and public investment. It will promote innovation for Smart Specialisation – 'the

entrepreneurial process of discovery', by enabling blue skies research as well as new discoveries and inventions; improving the interface between Higher Education Institutions and business; and, delivering a better environment for commercialising research.

Knowledge and Skills Sharing

The project will enable collaborations transferring good ideas, research results and skills between universities, research institutions and business. This will enable businesses to innovate and new products and services to be developed. One of the project's objectives will be to nurture long-term relationships between these entities. While realistically it must be assumed that the number of such collaborations being born within the timescale of the project will be modest, the Centre nonetheless should trailblaze a new culture of cooperative research at Porton, leveraging the advantages of its location and local knowledge base. This in turn will encourage foreign and domestic investment in the science park.

Business Competitiveness

The project will provide a supportive environment for our existing businesses to grow while reinforcing Porton Down an attractive location to invest. Some businesses already see the supply chain opportunities of being located near some of the UK's largest, most innovative firms and the commercial opportunities associated with the Military. They can also be attracted to the area's strategic connectivity to national and international markets and the quality of life on offer. However, the competition faced by Swindon and Wiltshire, and specifically Porton, is fierce because of the concentration of high value-added economic activity in London and the other large English core cities which present a challenge to a science park located in rural Wiltshire. To attract a greater share of foreign and domestic investment to the area it is necessary to leverage and showcase the existing research strengths Porton boasts and the uniqueness of its offer. This project, potentially alongside Life Science Opportunity Zone status for the Science Park, will achieve this objective. It will promote the area and attract new inward investors from around the world, for which innovation is a major business driver. It will provide a new key selling point in the LEP's inward investment strategy for Porton and its role in the Industrial Strategy. It will become a well-recognised venue for annual events to be held (Festivals of Innovation, Venturefests) and highlight innovative companies in Swindon and Wiltshire, raise aspirations among business owners and managers, and encourage networking and the development of partnerships and collaborations.

In summary, while the first phase of development at Porton Science Park has been highly successful and demonstrates its potential, it is fundamentally a workspace-focussed facility with no readily available business support on offer, and a recognised and evidenced lack of meeting, conferencing and collaborative space. It is necessary therefore to deliver this second phase which will address those issues both by providing the space within which collaboration and innovation for Smart Specialisation can take place, and the on-hand technical and business support to enable SME's to innovate to grow.

4) Budget
<p>Please refer to the Financial Tables provided.</p> <p>These represent the best estimates of council officers at the stage of submitting full application, based on adapting the known costs of delivery of the Phase 1 Incubator building at Porton Science Park to the planned overall floorplate, uses, and necessary remaining infrastructure to deliver this project.</p> <p>As will become apparent, detailed ('RIBA Stage 3') costs remain to be produced and the final detailed capital costs will be determined by the final design of the building and any needed enabling infrastructure. Costs will be closely monitored during the design process and adjustments made if needed to save money while not jeopardizing the fundamental objectives of the project.</p> <p>If the overall cost of the building goes beyond the project budget requested in this full application, following value engineering the council may consider (subject to financial appraisal) providing more funding directly to meet the amount required.</p>
5) Partner match funding
<p>The Council will match fund the project. The council owns a 200-year lease with approximately 198 years remaining on the site. The freehold owner is the MOD. The site benefits from outline planning permission compatible with the proposed project. Full planning permission will be secured prior to initial drawdown of ERDF.</p>
6) Timeframe
<p>Please see milestones under section 4.5</p>
7) Accommodation for visiting researchers
<p>We have revised the scope of the project to not include overnight / living accommodation. An assessment of existing overnight visitor accommodation facilities available within the locality of Porton suggests that supply is high enough and relatively accessible. Therefore, it is not appropriate to duplicate this provision at the expense of research and development infrastructure at the Centre itself.</p>
8) Supply and demand for the Centre
<p>Please see our response in section 2.11.</p>
9) Income generated by the project
<p>We should clarify that when we specified that no income is generated by this project, we intended this to mean that no income from this project will be retained by the council other than its reasonable costs of finance (in other words, the council will not make a loss in delivering the project). Charges will be made to users of this facility. Part of this income is proposed as match funding against ERDF revenue drawn down to provide the business support element of this scheme, subject to ERDF approval. We will on request project income over a fifteen-year period after construction. It is anticipated that income which is not directly reinvested into business support over that period will go towards finance costs, operating costs, maintenance costs, and marketing costs. In summary the council neither intends nor expects to retain any surplus income from the project nor provide it with additional subsidy. It will operate with a net budget of zero.</p>
10) Cross-cutting themes

Sustainable Development theme

Wiltshire Council is committed to sustainable development to maximise wellbeing and protect the environment, without negatively impacting on the ability of future generations to do the same. Wiltshire Council's approach to sustainability is underpinned by its Environmental Policy and Core Strategy as well as its Landscape Character Assessments and Biodiversity Action Plan. Further detail can be found in our response in section 12.

The revenue element of this project will offer specialist business support (C1 and C4 outputs). All businesses will be made aware of environmental issues through an initial diagnostic, which will include questions on sustainability. Where appropriate these businesses will then be signposted to either on-line tools and guidance or further dedicated support. The Innovation Technology Counsellors will encourage businesses to think about issues such as reducing waste, their energy use, and sustainable procurement (more ethical and local sourcing).

The Council's Project Team will ensure that an equality and diversity focus is maintained throughout the lifetime of the project and this will be reflected in all aspects of the project with a dedicated narrative on equality and diversity considerations included in all progress reporting.

All marketing, communications and promotion activities related to the project will ensure that equal opportunities, equality and diversity are reflected, in relation to gender and gender equality.

As a public organisation Wiltshire Council is committed to addressing equality and diversity through its Equality and Diversity Policy and Procedures. These policies take in to account the full requirements of the Equality Act 2010 and constitute a key consideration in the Wiltshire Council decision making process.

11) Business support

Porton Science Park already has a Centre Manager in post, who along with a soon to be appointed PSP Director will be responsible for the running of the Centre. We will utilise The Enterprise Network (TEN) in setting up the building, as we did for the first phase Incubator building. The business support element of the project will be procured separately next year, to begin work on marketing elements from January 2021, with technical support available to SMEs from June 2021. More detail can be found in the Procurement Sourcing Plan for Business Support.

12) BREEAM standard

Having reviewed the specific limitations relating to the previous building at the Science Park, we believe that many of these relate to the use of that building, which we hope will not present the same issues for this building. We will therefore aim for a rating of "BREEAM Excellent" for the building if this can be delivered within the proposed budget. If the rural location of the Science Park, the wide geography of people anticipated to attend, and any of the previous limitations we encountered restricts our ability to reach this rating, we will aim for as high a "very good" score as possible.

2.8 Any changes since Outline Application

What changes, if any, to your proposal have there been since the submission of your Outline Application? Add additional rows if necessary.

Change & Justification for the change

a) Partnering arrangement

Justification: Considering the conditions placed on this full application and discussions within Wiltshire Council, we have decided to adopt a direct delivery model for this project whereby the council will deliver the new research infrastructure and contribute income directly to the provision of business support which will be procured as we have set out in our response to condition 11.

It remains the council's intent to target higher education institutions in the marketing of the scheme and to secure one or more universities to participate in research and development activities at the centre, working alongside SME's and other research institutions. This is a more advantageous route to achieving a higher education presence at Porton Down as it provides flexibility for visiting institutions to enter into short-term agreements with the council and enable multiple universities to participate in the scheme.

b) Business support provision

Justification: The council will contribute finance and (potentially subject to approval) projected income directly to the provision of business support which will be procured as we have set out in our response to condition 11.

c) Revenue and capital

Justification: Considering our change in approach to this scheme from a partnership with a higher education institution to one of direct delivery, we have updated the financial tables to include revenue for the business support programme. The overall project budget and intervention rate remains unchanged.

Evidence to Support the Proposal

2.9 European Social Fund only. Proposed design: How does the proposed delivery model build on evidence of good practice, and what works most effectively for the target group?

N/A

2.10 European Regional Development Fund only. Need for the project within the market– please describe the market failure(s) that your project will address. Please provide relevant evidence and research to support your case.

As we have set out in our strategic rationale for this project, the fundamental market failure impacting on productivity, efficiency and growth at Porton Science Park is the lack of provision of quality collaboration, networking and Innovation space for researchers from SME's, universities, and research institutions to come together to share ideas and engage in Smart Specialisation.

Individual incentives do not lead to the rational outcome of fulfilling this need. In other words, it is not within any of the beneficiaries' individual objectives (SME's, HEI's, Dstl/PHE/Wiltshire Council) to deliver this facility, but it is the correct decision for the group and we have demonstrated in this application that demand for this project to come forward is high.

- SME's pursuing their own financial commitments to projects haven't the capacity to make this level of capital investment on their own. They are reliant on another organisation to create this space for them to use on commercial terms they can afford.
- MOD and DOH budgets are voted for defence and health spend respectively and it is outside the scope of their budgets
- Porton's rural location makes it unlikely that a Higher Education Institution would be able to commit to a significant capital investment in an estate some considerable distance away from their main campus in a specialist and commercial market

ERDF co-financing this project will bridge the financial viability gap of delivering the scheme from a Wiltshire Council perspective and enable the council to address this market failure.

2.11 European Regional Development Fund only. Demand for the project – please set out the demand for the project; what are the demand projections; how have these been identified?

Since the first phase Incubation Centre was opened, we have received 117 bookings for use of its boardroom, and 46 enquiries for 40 – 90 attendees for which there are no facilities at all at the Science Park.

The council has received enquiries from universities interested in taking space at the Science Park. To date, these have not translated into leases at Phase 1. This is due in part to low remaining availability in the Phase 1 building. The proposed Phase 2 Centre will supply university demand in a way that is more flexible and appealing than a traditional office or laboratory let. This is because:

1. It will be furnished with a suitable sized auditorium for conferences, symposiums and other events needing to accommodate a large audience
2. HEI's will be able to apply to let space at the Centre but its advantage will be that this will not be a requirement to occupation (whereas most occupiers at Phase 1 do have a traditional sub-lease with a commitment of 3 years or more). This means that HEI's will be able to send academic staff and graduates to work at the centre on collaborative projects with SME's / Institutions and other S&T activity on flexible terms. It will also mean that more HEI's will be able to participate in the Centre and the activities there because there is likely to be a higher turnover in occupants, which in turn means greater opportunities for cross-fertilisation of ideas and Smart Specialisation than there would be with a sole incumbent occupier taking up most of the Centre.
3. The same flexibility will be on offer to SME's and the Institutions present at Dstl.

To maximise the number of enterprises cooperating with research entities the council is prepared to subsidise occupier rates for collaborations meeting the criteria of output (C26) and providing satisfactory verification evidence, where the council can have an involvement in the investment.

The project aligns with campus partners' reviewing their own specialist S&T facilities (e.g. Category 4 biocontainment) and their ability to make these available to outside parties either at a subsidised or commercial rate. The Centre will be particularly attractive to enterprises seeking to occupy collaborative space for a shorter term while conducting work taking advantage of these prestigious and rare facilities.

2.12 Explain the impact for the project for each of the following:

- If the project did not receive European Structural & Investment Funds
- If the level of European Structural & Investment Funds was reduced
- If there was a delay in European Structural & Investment Funds
- If the project did not receive European Structural & Investment Funds the project could not proceed at this time. The council would transfer the project to the new Director of Porton Science Park for possible delivery later, but there is a risk that the project may not be delivered at all.
- If the level of European Structural & Investment Funds was reduced, the project could not proceed because the minimum threshold to contract the design and build of a viable Centre and provide accompanying revenue business support is considered equal to the amount of funding sought.
- If there was a delay in European Structural & Investment Funds the council would delay delivery until such a time as ESIF could be drawn down. If such a delay was not reflected in the latest date for defrayal of the funding the project may risk not being delivered at all.

3.0 Strategic Fit

3.1 How does the project still address the strategic domestic priorities, needs / opportunities set out in the call specification at national, local and sub national level?

The call focuses on Investment Priorities 1a and 1b of the European Regional Development Fund operational programme, for predominantly capital activities that will support SMEs to research and develop innovative new products or services to grow their businesses.

The Research and Innovation Centre will increase engagement in research and development, by bringing together the Porton Science Park campus partners (Dstl and PHE) and higher education establishments, to collaborate on projects, share information, and engage in conferencing and networking events with SME businesses. The centre will complement the more workspace oriented first phase of ERDF funded development at Porton Science Park, encouraging visiting businesses and researchers to travel and visit this important centre of competence, and thereby catalyse further development at Porton

Science Park by providing the R&D infrastructure needed to meet the clear demand for collaborative enterprise.

The facility will be open to companies working in the Health and Life Sciences and Defence Technologies, recognising the existing strengths in these fields at Porton, however with a focus and business support provision to companies in the HLS sector.

Whilst the SWLEP is one of very few LEPs with no resident university, the Porton Science Park campus partners have well established links to the Universities of Southampton, Portsmouth, Bournemouth, Surrey / Pirbright, Brighton, Exeter, Hertfordshire, Cranfield and Oxford as well as the University Hospital of Southampton and Salisbury NHS Foundation Trust. The centre will be enterprise led and driven, while providing public research facilities, academic expertise and experience in a research and development focussed setting.

In this way, the new centre will be wholly aligned with the implementation of the SWLEP Higher Education Strategy, by:

- Growing and promoting local HE provision, in a way which is
- Employer led and will
- Attract people from outside the LEP

It will be strongly linked to the emerging local industrial strategy and the wider research and investment opportunities that are recognised at Porton, which is an established life sciences and defence technology cluster anchored by PHE and Dstl, and which will continue to provide the optimum setting for invention and discovery.

Our proposal will:

- Ensure that businesses at Porton Science Park do not need to travel out of the SWLEP area for innovation support because this project will provide free access to this *in situ*
- Offer flexible space for meetings and a collaborative laboratory space supported by existing ultrafast broadband provision, as well as creative and recreational space to support networking
- Build on existing innovation assets at Porton Science Campus (including the specialist technology which may be made available at Dstl and PHE) and directly develop opportunities for exchange between small and medium sized enterprises and larger research bodies in the area
- Establish links to higher education institutions, researchers and academics on a national basis, as well as Catapult centres and other centres of excellence
- Increase demand from the SME business base for research and development activity by lowering the barrier to entry and providing an affordable space for these activities to be undertaken
- Thereby enhancing innovation capacity within SWLEP based SME's including the ability to undertake end-to-end research and development for new products and

process innovations, including opportunities to work in collaboration with research institutes

3.2 How does the project deliver the objectives of the relevant priority axes set out in the Operational Programme?

The European Regional Development Fund Operational Programme identifies two Investment Priorities under Priority Axis 1 – ‘Promoting Research and Innovation’ which will strengthen research, technological development and innovation.

This project will directly deliver objectives set out under this relevant priority axis, specifically the requirement for specialist centres linked to smart specialisation which will enhance Porton Science Park and improve access to the facilities available on the wider Campus. In particular the Centre will act as the host for smart specialisation collaborative and contract research and development including initiatives stimulating and facilitating productive innovation partnerships, supported by *in situ* free access to Technology Innovation Counsellors and other business support. This will stimulate the commercialisation of new products and business process and initiatives in the Life Sciences and where these cross over with Defence technologies. The project will engage more businesses in knowledge transfer and innovation by developing links to Higher Education Institutions and research institutions.

We have budgeted for the provision of appropriate equipment and innovation support resources and have a commissioning plan in place for these.

The evidence that demand is not being met by existing supply of premises at Porton Science Park has been provided elsewhere in this full application.

3.3 Describe the medium to long-term results/impacts that the project will deliver.

Most obviously the project will deliver a new research facility which will continue to attract researchers to work in it long after the Operational Programme has ended.

The Centre will in the medium to long-term:

- Lead to a direct increase in innovation outcomes in Swindon and Wiltshire including:
 - Patent registrations
 - New process innovations
 - New products to the firm and to the market
 - Commercial activities on the international market
 - New collaborative relationships between Research Institutions, HEI's and SME's
- Increase local employment in high value roles
- Stimulate accelerated growth of Porton Science Park
- Become a recognised Centre of Excellence in the Life Sciences and Defence Technologies

- Play as host to national and international calibre network events and conferences for researchers and SME's engaged in R&D
- Attract higher skilled individuals to live and work in the Swindon and Wiltshire area

3.4 Has the applicant identified any organisations offering the same or similar activity? Explain how the proposed project adds value to and doesn't duplicate this, and does not conflict with national policy?

We have not identified any organisations offering the same or similar activity. The project is aligned with national policy including the Industrial Strategy and Life Sciences Sector Deal, and compliant with national planning policy.

4.0 Project timetable

4.1 Start date (date from which eligible expenditure will be incurred)	August 2019	
4.2 Financial completion date (date by which eligible costs will have been defrayed (European Social Fund – contractual completion date)	August 2023	
4.3 Practical completion date (date by which all outputs will be achieved. European Regional Development Fund only)	June 2023	
4.4 Activity end date (date by which all the activities described in the funding agreement will be completed)	June 2023	
4.5 Other milestones - complete the schedule below with detailed project delivery dates as relevant for the implementation, on-going development and delivery of the project.		
Milestone	Start date	Completion date
Submit full application to the Managing Authority	26 July 2019	28 July 2019
Contractor and QS appointed for phase one design	Sept 2019	Mid-Sept 2019
Cabinet ratification of the business case and route to market for Phase two at PSP	Sept 2019	Sept 2019
RIBA stage 3 reached. Review BREEAM assessment report.	Feb 2020	Feb 2020
Submit planning application for BREEAM revisions	Feb 2020	April 2020
Utilities/services agreed and in place	Jan 2020	May 2020
Reserved Matters Planning application submitted	Feb 2020	May 2020
Building Regulations submitted	Feb 2020	May 2020
Mobilisation on-site	May 2020	May 2020
Start of construction work	June 2020	June 2020
Issue invitation to tender for Business support providers	Sept 2020	Nov 2020
Business Support provision contract start	Jan 2021	Jan 2021
Building handover	April 2021	April 2021
Client commissioning works	May 2021	May 2021
Launch of business support provision	June 2021	July 2021

Building ready for occupation/use	June 2021	June 2021
End of defects liability and retention due	April 2022	May 2021
Practical completion of business support outputs	June 2023	June 2023
4.6 Please provide any necessary commentary on the milestones above including any dependencies.		
<p>To achieve the programme of building work, we will use a modular building approach and explore the most appropriate Framework to get a turn-key contractor on board (single contractor to deliver all the aspects of the works). The project will be delivered in these three phases:</p> <ol style="list-style-type: none"> 1. Design – Contractor appointed under a pre-construction agreement to carry out: <ol style="list-style-type: none"> a. RIBA 1 to 3 services b. Reserved Matters planning application to be submitted. <p>QS and PM appointed to work with the Contractor and Wiltshire Project Management Team to:</p> <ol style="list-style-type: none"> a. Value engineer and achieve savings where necessary and feasible b. Establish and confirm the construction costs c. Finely detailed (line item) project budget report and justifications for ERDF eligibility - to be provided to the Managing Authority d. Manage the delivery of the building on-site 2. Construction - Formal contract to be entered into with the appointed Contractor: <ol style="list-style-type: none"> a. RIBA stage 4 services b. Construct the new building 3. Commissioning of Business Support <ol style="list-style-type: none"> a. Market engagement and procurement to be twin-tracked with the latter half of the design and build phase to ensure provision is in place in time for handover and opening of the new Centre. 		

5.0 Costs and Funding This is an overview. Costs by LEP area are required within the financial annex, if applicable.						
		ESIF (a) (£)	Public Match (b) (£)	Private Match (c) (£)	Total (d) (£)	ESIF Contribution rate (%) (a)/(d)x100
	ERDF capital	2,300,000.	2,300,000.		4,600,000.	50%
	ERDF revenue	200,000.	200,000.		400,000.	50%
Sub Total	ERDF	2,500,000.	2,500,000.		5,000,000.	50%

Sub Total	ESF					
Sub Total	YEI					
TOTAL		2,500,000.	2,500,000.		5,000,000.	50%

5.1 Please provide a breakdown of the sources of funding and detail as to whether or not they are secured and if not when they will be.

Name of match funder	Status (inc. date if not yet secured)	Type cash or in-kind
Wiltshire Council	Secured	Cash

5.2 Please confirm that you have submitted a very detailed, granular budget breakdown. Yes

5.3 For each line item (not cost category) provide the justification for its inclusion i.e. relevance to the project and the assumptions / research undertaken to come to the figures. For salary costs, please indicate any job role not 100% funded by the project and provide evidence of the hourly rate using the simplified cost methodology.

Estimated costs based upon the Council's experience of building similar sized projects, and the first phase building at the Science park, have been provided. A detailed breakdown of capital costs by line and the justification for each item will be formalised and submitted to the Managing Authority as an outcome of the detailed Design phase (as set out above under 4.6).

The revenue costs for business support provided are estimated, based upon our experience delivering the Health and Life Sciences Innovation Hub, and will be finalised as a result of procurement of an organisation to provide this service beginning June 2021 (on completion of the building). A detailed budget will be required as part of the tender along with justifications for all the proposed activities. This will be made available to the Managing Authority to review and approve in September 2020.

5.4 Please indicate which simplified cost option you are proposing to use for indirect costs.

15%		25% ERDF only		40% ESF only		None	x
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5.4.1 If you have ticked 25% (ERDF only) please provide a detailed justification in line with the eligibility rules.

N/A

5.5 Please advise whether or not the project budget includes any VAT you cannot recover from HMRC (recoverable VAT). Note we may need confirmation of this by way of a letter from the applicant's finance department.

The project budget does not include any non-recoverable VAT.

5.6 If irrecoverable VAT will be claimed, please describe how this is captured through the claims procedure and how your financial processes will ensure that it is not being claimed as part of the normal VAT return.

N/A

5.7 If the project covers more than one Local Enterprise Partnership area or more than one Category of region, explain how the costs have been shared between areas.

N/A

5.8 Have you or will you incur any at risk costs since your notification letter, which you intend to include in an ESF / ERDF grant claim? If yes, how much and on what?

Yes – we will incur survey, planning and design costs (including fees) which will cost approximately £420,000.

5.9 European Regional Development Fund only - Will your project generate any income? If yes, please provide details of how and complete annex 2b on revenue generating projects.

Yes	X	No	
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Charges will be made to users of this facility. As stated above, we hope to use part of this income as proposed match funding against ERDF revenue drawn down to provide the business support element of this scheme. Income which is not directly reinvested into business support over that period will go towards finance costs, operating costs, maintenance costs, and marketing costs.

6.0 Outputs and Results (Results are ESF only)

6.1 Please explain in detail how you have estimated each of the outputs and results for your project, demonstrating clearly how each of the proposed outputs and results directly links to your specific project activities and objectives.

The ERDF and ESF Indicator Annex Tables for Full Applications can both be found [here](#) on GOV.UK.

Number of researchers working in improved research infrastructure facilities

We have reviewed the count criteria provided in the guidance and are satisfied that the proposed Centre will constitute a research infrastructure facility (in this case, "single-sited"), and not 'broader innovation infrastructure' (i.e. this project is not to build an incubator). We have considered the requirement to convert seasonal and part-time jobs to full-time equivalents. We count only jobs that we expect to be directly involved in research and development activity.

Number of enterprises receiving support

We will procure a Business support provider to deliver a programme of activity at the Centre, consisting of sector specific conferences, seminars, meetings and workshops.

Number of enterprises cooperating with research entities

The Centre will provide a location that does not presently exist elsewhere for cooperation between enterprises and research entities to take place. In this way collaborations will take place which otherwise would not be able to, facilitated by *in situ* business advice and innovation technology counselling.

6.2 Please explain your approach for forecasting each deliverable; including the specific base-lining/research you have undertaken to ensure your projected profiles are realistic and achievable and any assumptions which impact on your forecasts.

Number of researchers working in improved research infrastructure facilities

Our modelling is based on a combination of assessing the available floorspace to accommodate researchers working directly on research and development projects at the Centre (as opposed to more transient potential uses e.g. events) and our assessment of the likely level of interest and deliverability of collaborative research projects taking place at the centre from our experience of working on the Swindon and Wiltshire Health and Life Science Innovation Hub, and the number of staff these are likely to involve.

Number of enterprises receiving support

Based on our previous experience delivering the Swindon and Wiltshire Health and Life Sciences Innovation Hub, supporting SMEs in this sector, we understand the difficulties of providing business support to a niche sector. We are also mindful of the requirement to ensure each business receives the full 12 hrs or more of support, therefore we have kept the number of enterprises supported to a realistic, achievable amount, which we will encourage our business support provider to exceed.

Number of enterprises cooperating with research entities

We submit what we consider to be a modest and realistic expectation for the number of C26 outputs that are likely to arise from the provision of the Centre and associated Innovation Support. We will strive to overachieve on this target and will incentivise formal collaborations wherever possible and appropriate, but we are mindful that the count criteria and supporting evidence required are quite specific.

We are mindful that collaborations are intended to be 'long-term and sustained, and distinct from enterprise support', and that the evidence for collaboration shall be in the form of a letter or other form of agreement e.g. an MOU between the partners. While we expect the Centre to be a source of a large amount of informal collaborative activity in a general sense we want to manage expectations with respect to the likely emergence of more formalised / contractual collaborations.

The figures we have provided may grow quite quickly if collaborations on particular interventions include multiple enterprises as each can be counted separately. We have assumed in providing these figures that each collaboration would be between a research entity and a single enterprise.

We have based our forecast on evidence available from current activity at Porton Science Park Phase 1 and the delivery of the Swindon and Wiltshire Health and Life Sciences Hub.

7.0 Project Management and Governance

7.1 Fully describe the project management and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of European Structural & Investment Funds.

For ESF Only – Please also include an explanation on how your project will deal with suspected fraud, in line with published [ESF Anti-Fraud guidance](#). This includes providing a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors.

Wiltshire Council will act as the sole delivery agent of the Centre.

The council utilises SAP and industry-recognised project management tools and methodologies. Officers involved in the project have been formally trained in project management including both APM and PRINCE2 methodologies.

The project management team will be supported by a lead financial officer from within Wiltshire Council's Finance and Accountancy Department to ensure expenditure and costs are monitored and managed in line with the expectations of responsible public accounting. Additional support is provided through the functions of the Local Planning Authority and Wiltshire Councils Property and Capital Assets Team. All members of the core project management team report to the lead project manager. In turn, the lead project manager reports directly to the project SRO.

Monitoring and Reporting

A reporting structure with clear lines of communication and process for escalation has been established to ensure that progress is monitored and reported frequently and efficiently. These reports also identify and review issues and risks ensuring that suitable mitigating action is taken and responded to at the earliest opportunity.

A set of project tolerances have been developed regarding time, cost and quality issues. Clear processes are in place to inform relevant stakeholders in the event of a project

tolerance breach which ensures early and necessary action can be taken to rectify any issues and mitigate any further issues arising. A change control management system has been developed to ensure that the relevant authorisations are sought in the event of unexpected changes to cost, time and quality during project delivery.

7.2 Please describe the individual posts within the team that will be delivering the project:

- How is the team set up to manage and deliver the project?
- Identify which posts are not 100% funded by the project.
- What resources, expertise, skills, responsibilities and experience do they have?
- Will existing staff be employed, or will new staff be recruited (if yes, how)?
- What are the reporting lines and accountabilities of individual posts?

Please include details of Delivery Partners (if relevant).

Please attach a structure chart (organogram) and job descriptions for project delivery staff: See the 'Supporting Documents checklist'.

Please refer to job titles rather than the actual names of individuals when describing project management and governance arrangements and responsibilities.

Wiltshire Council will act as the sole delivery agent of the Centre.

The council's Major Projects team will be overall accountable for its delivery. An organisational diagram has been provided setting out the roles within this team which comprises expertise in property and economic development and planning. The project management team will be supported by Wiltshire Council's Build Programme Senior Project Manager, from the Property and Capital Assets Team. To ensure delivery of a complex project such as this an external project manager will be appointed to be responsible and accountable for the day to day management of the project. The Head of Service for Major Projects will be the Senior Responsible Officer (SRO) and have oversight of the project and report progress to the Porton Science Park Steering Group whose priorities and approach are set out in the draft Memorandum of Understanding we provide as an appendix to this full application. Executive decision making for the project shall be Wiltshire Council's cabinet and, where appropriate under the council's constitution and scheme of sub-delegation, the Executive Director for Growth, Infrastructure and Place.

Each phase of the project as described under Milestones above shall have a senior supply that will be appointed by Wiltshire Council. Procurement decisions will be approved by the Head of Service for Major Projects supported by expert officers (CIPS) working in the council's Strategic Procurement Hub. For each phase the senior supplier will be:

1. The “Design and Build” Contractor – for the 2-stage process
2. The Executive of the Business Support provider

These individuals and groups will be appointed through an OJEU compliant, Modular Building Framework and Wiltshire Council corporate procurement process as and when required with a defined project brief and defined contract for the delivery of specific work packages. This tier of project management will be managed and monitored by the core project management team at Wiltshire Council.

7.3 If this application form has been drafted by individuals who will not be involved in the delivery of the project, how will you ensure that the project delivery team understands the rationale and detail of the project?

The application form has been drafted by the project management team. The dedicated project manager, to be appointed, will be selected in part by testing during the recruitment process of their understanding of the project as set out in the recruitment documentation.

7.4 If applicable, how will you ensure that Delivery Partner(s) comply with the requirements of European Structural & Investment funding? How will you monitor and manage the performance of Delivery Partner(s) and or sub-contractor(s)?

The contractors will have followed procurement requirements which comply with EU legislation. A legal agreement will exist between MHCLG and the Accountable Body. This will outline the expected outputs and will form the basis of performance monitoring on a quarterly basis.

The performance of the contractor (s) will be managed on a monthly operational basis via a project Operational Group that will report to the Business Development Group of the LEP. Performance reporting will be integral to the project.

On a day to day basis compliance checks will be maintained to ensure CRM records and hard copy evidence is kept up to date and relevant to the programme.

Spot checks will be requested site visits completed and training of staff in these regards documented.

Where remedial action is deemed necessary reports of such actions will be recorded with follow up visits conducted to conclude satisfactory resolutions. Where satisfactory resolution is not concluded removal of funding options can be examined on a case by case basis.

7.5 Please describe how you will collate, calculate and verify deliverables to ensure that interventions are recorded and an audit trail is retained to prove their validity

The building will be recorded on the council’s strategic assets register.

Deliverables in terms of researchers working in the improved facility, number of businesses supported and number of collaborations with research institutions will be recorded by the Centre Manager as part of taking bookings or agreeing longer term leasing arrangements for occupiers.

7.6 If applicable, what checks will be carried out to ensure the end beneficiaries (for example, businesses or learners) benefitting from the proposal or individuals engaged as part of the proposal is eligible and belongs to the target group?

The evidencing requirements set out by the ESIF guidance on evidence requirements for each indicator shall be built into the bookings / letting process for occupier organisations. E.g. where an organisation applies for space to undertake a collaborative research project with an RI, they will be required to submit as evidence the MOU or other form of agreement proving eligibility.

7.7 Describe the controls put in place by the applicant to check that it is maintaining compliance with the eligibility rules during the delivery of the project.

Wiltshire Council will use SAP to verify eligibility of costs provide a clear audit trail. All costs will be checked by the project manager for eligibility before they are incurred, claimed and processed.

8.0 Financial Management and Control (In all responses reference delivery partners where appropriate).

8.1 Describe the financial management and control procedures for the project; including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in European Structural & Investment Funds claims for payment.

Please refer to job titles rather than the actual names of individuals when describing Financial Management and Control procedures and responsibilities.

Wiltshire Council will be responsible for managing all contractual and financial aspects of the Project. Wiltshire Council has extensive experience of working with and managing large European programmes and recognises that quality management is one of the keys to outstanding project performance.

We will ensure the reconciliation of management reports with the activity/technical reports provided to the EU and our own financial reporting. Wiltshire Council has experience managing EU programmes and will complete, in a timely manner, the standard financial statements and will ensure that its accounting records that relate to the project are audited in a timely manner according to the EU requirements.

There are robust financial management systems in place with all expenditure having to be authorised by the project manager before payment.

All claims will be compiled based on the payments that have been approved and defrayed in the accounting system, with supporting evidence. Claims will then be checked and authorised by the project manager.

8.2 Please describe the document management system for the project and how the audit trail will be maintained and accessible for the period required under the terms of the European Structural & Investment Funding Agreement, this includes retrieving original invoices and ensuring evidence of costs incurred is available.

The Council, both for its own activities and acting as the Accountable Body for the Swindon and Wiltshire Local Enterprise Partnership, has an established retention policy, schedule and systems in place in line with the Retention Guidelines for Local Authorities. Evidence of publicity, procurements, invoices, evidence of defrayal and steering group minutes will be held by the council for a minimum of six years following the opening of the Building, either in electronic or physical copy as may be required by the Managing Authority or, in the absence of other guidance, in line with the council's established retention policy and schedule.

The Council has in place an Information Services Technology Plan [see Document 8 attached in the Supporting Documentation - General] and intends to achieve full compliance with ISO 27001. We have achieved acceptance status to 'Government Connect' under the current code of connection standard. A compliance programme is continuing to develop the council's security framework to comply with the forthcoming Public Sector Network, which replaces Government Connect.

The council uses industry recognised software to enable secure and backup storage, collaboration and information sharing including Microsoft Sharepoint, ProContract and SAP.

In the event that the council procures a management organisation that it will require through that procurement and eventual service agreement that the management organisation will comply with the council's governance and information policy requirements and additionally any further requirements needed to meet with EU programme compliance and monitoring requirements, including fulfilling any software installation or upgrade requirements.

8.3 Please set out your organisation's financial policy which describes processes, roles and schemes of delegation.

The Council's Financial Regulations provide the framework for managing the authority's financial affairs. They apply to every member and officer of the authority and anyone acting on its behalf.

The Financial Regulations provide specific guidance in respect of the accountabilities and responsibilities of Members of the Cabinet, the Executive Directors, the Monitoring Officer (Associate Director, Legal & Governance), the Chief Financial Officer (Section 151 Officer), all other Directors, individual officers and anyone acting on behalf of the Council.

All staff and members have a duty to abide by the highest standards of probity in dealing with financial issues, and the Council is responsible for ensuring that all members, employees and anyone working on its behalf understand the rules and that adequate controls are in place to ensure their observance.

All members and staff have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these resources is legal, is properly authorised, provides value for money and achieves best value.

Executive Directors in association with the Chief Financial Officer and the Directors are responsible for ensuring that all staff in their service areas are aware of, and have access to the content of the Council's Financial Regulations, Procedures and any other relevant internal regulatory documents that form part of the Council's governance arrangements, and that they fully comply with them.

There are robust financial management systems in place for the management of this project with all expenditure having to be authorised by the project manager and signed off by an authorised signatory before payment.

All claims will be compiled based on the payments that have been approved and defrayed in our accounting system SAP, with supporting evidence. Claims will then be checked and authorised by the project manager.

8.4 If applicable, how will you ensure that Delivery Partners/financial beneficiaries engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure?

N/A

8.5 Please explain how the accounting software and systems used will be capable of maintaining separate records for the project and producing detailed reports to

demonstrate where the European Structural & Investment Funds is being spent. If applicable, please describe how your partner's software/systems will manage project finances.

Wiltshire Council follows the CIPFA Code of Practice on Local Authority Accounting in Great Britain which includes the standards, conventions, and accounting rules for recording and summarising transactions, and in the preparation of financial statements.

Our accounting reports enable easy reconciliation of books of accounts and financial reports, including management accounts and audited annual accounts.

We allocate separate accounting codes for specific projects and a clear audit trail is maintained back to original documentation.

The Wiltshire Council accounting system SAP ensures that there is clear identification of project receipts and that the proper recording of invoices and payments are maintained and shown in the books of accounts and financial reports as evidence that the appropriate expenditure has been incurred.

As a large organisation Wiltshire Council is accustomed to working flexibly with external companies and organisations.

8.6 As European Structural Investment Funds are paid quarterly in arrears it could be up to 5 months from spending money to receiving payment. Please explain how you are able to cash flow the project.

The cash flow for the project will be underwritten and managed by Wiltshire Council, which has the necessary funds, management and controls to administer the required accounting for a project of this value.

The following sections are technical and have historically been the cause of financial irregularity. As a result some applicants chose to seek independent advice. If you do not take independent advice your responses should be consistent with the level of detail you would obtain from independent advice.

9. Procurement Requirements

9.1 Confirm that you have read and understood the European Structural & Investment Funds requirements for procurement, as set out in the published [European Structural and Investment](#)

Yes

Funds National Procurement Requirements and that you/your Delivery Partner(s) can meet the relevant requirements		
9.2 Is your organisation a “Contracting Authority” as defined in the Public Contracts Regulations 2015?		
Yes		
9.3 If not, please set out the reason(s)		
N/A		
9.4 Confirm that you have completed Annex 4a, listing all contracts that will be used to provide goods, works or services to the project, which have already been procured and awarded/contracted prior to this application, or which are in the process of being procured at the date of this application.		
<i>For the avoidance of doubt this includes all previously procured contracts that will be used by the applicant and/or its delivery partner(s) to provide goods, works or services to the project.</i>		
Do not complete Annex 4a if you are using the ESF 40% Simplified Cost Option.		
Yes		
9.5 Confirm that you have completed Annex 4b, listing all the contracts that will need to be awarded to deliver the Project but which have not yet been tendered/procured at the date of this application		
<i>For the avoidance of doubt this includes all contracts that will need to be awarded by the applicant and/or its delivery partner(s) to provide goods, works or services to the project during its lifetime.</i>		
Do not complete Annex 4b if you are using the ESF 40% Simplified Cost Option.		
Yes		
9.6 Describe the system that will be put in place to:		
<ul style="list-style-type: none"> • Test that the contracts listed at Annex 4a can demonstrate compliance with the ESIF Procurement Requirements 		
Plan the tender processes listed at Annex 4b to ensure that they comply with ESIF Procurement Requirements.		
<ul style="list-style-type: none"> • Ensure that all relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation. 		
Please provide further information on any contracts you have referred to in Annex 4a in which there has been a single tender action, the use of a framework or dynamic purchasing system (in particular if this has not been set up by the applicant) or where the contract has been extended.		
Wiltshire Council acknowledges that the purchase of goods, works and services in ESIF projects are subject to rigorous audits to confirm that the selection processes comply with		

(i) Public Procurement Law and (ii) the Treaty Principles (ESIF Compliance Guidance Note – July 2015).

Accordingly the Council demonstrates within this section of the application that it will fully comply with the Treaty Principles (comprising equal treatment, transparency, non-discrimination, mutual recognition and proportionality) when purchasing goods, works or services which are part funded by ESIF.

Tender Process: this project will involve three procurement processes.

- The design and build Modular Framework for the construction of the building
- The appointment of a Quantity Surveyor and External Project Manager
- The provision of in situ business and innovation technology support

Design and Build

These works shall be procured through The Southern Modular Building Framework.

1. Framework Background:

- Established under OJEU No. 2015/S 206-373529
- Administered by Hampshire County Council
- Aligned with the delivery area of the Southern Construction Framework, i.e. South of England, effectively the geographical area descending from the M4
- Wiltshire Council is eligible to access the Framework

2. Framework Scope:

- OJEU-compliant route to market for eligible public-sector authorities
- Enables bodies to hire and/or purchase modular and off-site building solutions
- Building solutions can provide short to medium term relocatable buildings and permanent accommodation
- Schools and education buildings are the most frequent requirement; however, the Framework can be used as a means of procuring any type of accommodation, with no upper limit to project size

3 Framework Options:

- The framework provides flexible delivery choices:
- Turn-key - the supplier provides all design and planning work necessary to deliver and commission the modular units
- Single stage, lowest price tender - tendered and priced to the client's detailed design and specification

- Two stage tender - a design is worked up in collaboration with the client's consultant team before committing to construction
- Short and medium term relocatable buildings:
- Lot 1 – Standard Classrooms
- Lot 2 – Bespoke Buildings (Permanent buildings using offsite construction)
- Lot 3 – Between £100k & £3m
- Lot 4 – Over £3m:
 - buildings are intended to be permanent structures
 - external finishes will reflect the permanent nature and may be brick work, brick slips, render, curtain walling or any forms more usually associated with traditionally built structures
 - contractors can either respond to a design brief or concept from a client, through a full design and build contract, or can provide a construction solution to a detailed client design

4 Framework Operation:

- Opportunities are made available to the Framework Providers only
- No external advertising is required although Wiltshire Council best practice may result in a notice on Contract Finder (dependant on project value)
- Opportunities are administered by Wiltshire Council SPH and are run through Pro-Contract
- Successful tenderer contracts directly with Wiltshire Council:
 - Lot 4 Providers:
 - Caledonian Modular Ltd
 - Extraspace Solutions (UK) Ltd
 - Geoffrey Osborne Ltd
 - Portakabin Ltd
 - The McAvoy Group Limited

Appointment of Quantity Surveyor and External Project Manager

These appointments will be made via RFQ, alongside the procurement of the design and build contractor.

Provision of Business and Innovation Technology Support

This support will be procured through an open tender. It is not anticipated that this tender will be advertised until October 2020, with contract/contracts starting in January 2021. Provider shall deliver the following:

- Minimum of 4 multi-day courses for HLS start-ups/SMEs
- Minimum of 4 business support events
- On site business support provision at the new Research and Innovation Centre, Porton Science Park

Document Control: All documents associated with a projects tender process are saved on Sharepoint by the Strategic Procurement Hub (SPH) as well as within the Council's legal teams archives, using the unique reference number provided from OJEU.

10 State Aid Law

10.1 Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding.

Wiltshire Council will receive ERDF co-funding to procure companies to undertake the detailed design of, construction of, and initial provision of business support services at, the Centre.

The types of users that might benefit from the project are Higher Education Institutions, other Public Research Bodies, the National Health Service and Academic Health Science Networks, and SME's.

10.2 For each organisation or type of organisation that may benefit from the project, (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe an organisation or type/ group of organisations is outside the scope of State Aid, please provide the reasons.

Applicants may wish to refer to the European Commission's "Notion of State Aid" guidance and the Department for Communities and Local Government's European Regional Development Fund guidance on State Aid law available at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents>.

For ESF Applicants should refer to the published [European Social Fund 2014 to 2020 State Aid Guidance](#) on GOV.UK.

Wiltshire Council

MHCLG will transfer state resources to Wiltshire Council in the form of a grant award. The council is undertaking an economic activity, specifically the offering of collaborative space designed for research and development activity on land that it owns, supported by onsite specialist advisors. The ERDF grant will provide an advantage to the council in designing and constructing the Centre and making onsite business and innovation technology support available as part of its service offering on the market. The advantage to the council is selective as it will be the sole recipient of the ERDF funding. The applicant considers that the European Commission would likely take the view that there is the potential to distort competition affecting trade between Member States.

Procured contract holders for work and services

Wiltshire Council will transfer state resources to provide appointed contractors to provide works and services to deliver the project. These activities are economic undertakings.

A combination of the use of an OJEU-compliant Modular Construction Framework and an appropriately advertised open tender process (procurement) will be used to select each supplier of goods, work or services and this allows these suppliers to be outside the scope of State Aid on the basis that their benefit is obtained on normal market conditions.

Research Institutions

Research institutions will be able to benefit from the provision of the Centre and its facilities. They will use this to carry out research and development activity (with potential commercial applications) which is an economic undertaking. The advantage to them will be selective. The applicant considers that the European Commission would likely take the view that there is the potential to distort competition affecting trade between Member States.

SME's

SME's will be able to benefit from the provision of the Centre, its facilities and on site business and innovation technology support. They will use these to facilitate their commercial research and development activity which is an economic undertaking. The advantage to them will be selective. The applicant considers that the European Commission would likely take the view that there is the potential to distort competition affecting trade between Member States.

Conclusion

We identify that the council, and the end beneficiaries of the project (i.e. research institutions and SME's) meet each of the steps of the State Aid test and that State Aid is therefore present.

10.3 For each beneficiary and or type of beneficiary that the applicant regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law².

Name of beneficiary or type of beneficiaries	Name of Exemption	Scheme reference number
Wiltshire Council	Investment Aid for Research Infrastructures	GBER Article 26
Research Institutions	Aid for Innovation Clusters	GBER Article 27
SME's	Innovation Aid for Small and Medium Sized Enterprises	GBER Article 28

Where a project is funded under an exemption based on the General Block Exemption Regulations (651/2014), the Applicant is required to either (a) confirm that the project falls within the scope of Regulation 6(5) or (b) to submit a separate document to demonstrate incentive effect in line with Regulation 6(2) containing the following information:

- (a) the applicant undertaking's name and size
- (b) a brief description of the project, including start and end dates
- (c) the location of the project
- (d) a full list of the project costs used to determine the allowable level of funding
- (e) the form of the aid
- (f) the amount of public money needed for the project.

10.4 If you intend to use exemption(s) to deliver the Project, have you read the terms of the scheme and meet all the relevant terms.

Yes

10.5 If you intend to use De Minimis, please outline what work has been undertaken to ensure that this is the most appropriate mechanism.

Business support provided to SMEs through sector specific conferences, seminars, meetings and workshops. Approached based upon experience of previous business support programmes.

10.6 Are you subject to an outstanding recovery order in respect of State Aid?

² For notified schemes the answer should include the full name of the scheme and the Commission reference number.

No
10.7 For projects which involve vouchers / grants, what system will be put in place to assess the eligibility of beneficiaries, activities, costs, and compliance with aid intensity levels prior to the intervention?
N/A
10.8 Describe the system in place for collecting and recording the required information for audits and returns?
<p>Wiltshire Council will monitor its own expenditure ensuring compliance with the above and provide an audit trail (with documentary evidence e.g. construction contracts and invoices) demonstrating that compliance. These detailed records as required by reg 651/2014 art 12 shall be kept for ten years. Wiltshire Council shall also as far as required comply with the reporting requirements of reg 651/2014.</p>

11. Publicity
<p>11.1 Please explain how the project will meet the European Structural & Investment Funds Publicity Requirements available at www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance.</p>
<p>The project will comply with the European Commission's publicity requirements and national European Structural Investment Funds (ESIF) requirements with effect from the project's start date.</p> <p>A communications plan which outlines the scope, scale and method for communicating progress on the project has been developed by Wiltshire Council. The communications plan will effectively publicise the project through a variety of media channels, highlighting the European funding support.</p> <p>Press releases will be issued at the start of the project and at all significant milestones throughout project delivery to engage the local, regional, national and specialist media. The key messages of the project will be included in all media releases including the outputs and benefits that the project aims to deliver.</p> <p>The core narrative in all media engagement will be based around the theme of enabling collaborative innovation to flourish and grow, pushing forward specialist fields within the life sciences and defence technology sectors, with wider benefits including economic growth and the development of specialised skills.</p>

All press releases will refer to the grant funding allocations secured to deliver the project, including if successful in application the ERDF grant funding allocation. The ESIF logo will be embedded in all press releases and communications throughout project delivery.

A text reference to the European programme support will be included in the main body of each release, as well as in the 'notes to editors' for the relevant funding stream.

All landmark press releases and events will be supported with a series of awareness-raising messages issued through a variety of channels where appropriate. These may include social media, internal and external Wiltshire Council publications, online through Wiltshire Council's website and Porton Science Park website, and via partner websites such as the Swindon and Wiltshire Local Enterprise Partnership website, at relevant industry events, at community forums, and on construction site hoardings (discussed in more detail below).

All material produced to publicise the project at conferences, exhibitions, public meetings or area boards will acknowledge and reference the funding received and display the appropriate logo, and the local ERDF communications representative will be kept informed of any such events.

In terms of wider engagement, all participants taking part in activities associated with the project will be fully informed about the support from the specific fund and the European Union at the start of their activity.

All publicity activities will be fully recorded and evidenced and all publicity and branding requirements, as outlined in the ESIF branding and publicity requirements will be fully adhered to throughout.

Construction phase

At the start of site works, the appointed contractor will be required to erect a billboard at the entrance to the site in a position that will be visible to the public. The precise location has yet to be determined. However, the billboard will indicate, as per the Branding and Publicity Requirements published in March 2015 for the ESIF Growth Programme the following information:

Name of the project.

- Name of the funding stream: 'European Regional Development Fund.'
- Brief description of the activity supported by the project.
- Display the full relevant Logo

This information should take up at least 25% of the total billboard size.

Completion

Within 3 months of completion of the building, the Council will install a permanent plaque in a visible position on the Centre. It will be of a significant size (at least 300mm x 300mm) and include a space reserved for the European Regional Development Fund Logo as acknowledgement of the role played by the fund in part-financing the project.

The plaque will include the following information:

- Name of the project.
- Name of the funding stream: 'European Regional Development Fund'.
- Description of the activity supported by the project.
- Display the full relevant Logo

This information should take up at least 25% of the total plaque size. plaque will be installed in a position to be agreed in accordance with 3.1 Plaques.

The billboard and plaque will form part of the Employers Requirements document and thus be a requirement of the contract and construction environmental plan, funded by the project.

Business Support Phase

Press releases will be issued at the opening of the Centre to users and the commencement of onsite business and technology innovation support there, and at all significant milestones throughout project delivery to engage the local, regional, national and specialist media. The key messages of the project will be included in all media releases including the outputs and benefits that the project aims to deliver.

All press releases will refer to the grant funding allocations secured to deliver the project, including if successful in application the ERDF grant funding allocation. The ESIF logo will be embedded in all press releases and communications throughout project delivery. A text reference to the European programme support will be included in the main body of each release, as well as in the 'notes to editors' for the relevant funding stream.

All landmark press releases and events will be supported with a series of awareness-raising messages issued through a variety of channels where appropriate. These may include social media, internal and external Wiltshire Council publications, online through Wiltshire Council's website and via partner websites such as the Swindon and Wiltshire Local Enterprise Partnership and the West of England and Wessex Academic Health

Science Network websites, at relevant industry events, at community forums, and on construction site hoardings (discussed in more detail below).

All material produced to publicise the project at conferences, exhibitions, public meetings or area boards will acknowledge and reference the funding received and display the appropriate logo, and the local ERDF communications representative will be kept informed of any such events.

In terms of wider engagement, all participants taking part in activities associated with the project will be fully informed about the support from the specific fund and the European Union at the start of their activity.

All publicity activities will be fully recorded and evidenced and all publicity and branding requirements, as outlined in the ESIF branding and publicity requirements will be fully adhered to throughout.

11.2 For projects who have already incurred costs which they intend to include within their first claim, please provide confirmation and evidence to show how you have complied with these publicity requirements on expenditure incurred to date.

We have not yet incurred costs.

12. Cross Cutting Themes

12.1 Support for the Sustainable Development theme

How does the project respect the principle of sustainable development? In particular how does the project maximise positive environmental impacts or mitigate potential negative impacts (with regard to the “polluter pays” principle where appropriate)?

For ESF only, applicants should refer to [Action Note 019/18](#) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.

Applicants must prepare and attach a Sustainable Development Policy and Implementation Plan along with their Full Application. Applicants should refer to the requirements regarding Sustainable Development Policy and Implementation Plans set out in the published [ESF Cross Cutting Themes Guidance](#).

Wiltshire Council is committed to sustainable development to maximise wellbeing and protect the environment, without negatively impacting on the ability of future generations to do the same. Wiltshire Council's approach to sustainability is underpinned by its Environmental Policy and Core Strategy as well as its Landscape Character Assessments and Biodiversity Action Plan.

Wiltshire Council also has a commitment to an ongoing reduction of carbon emissions through its Carbon Management Plan and associated Climate Local commitments. An outward facing Energy Resilience Plan for the county is currently in development. In addition to this Wiltshire Council is accredited by ISO 50001 in order to ensure ongoing efficient use of energy, as well as helping to conserve resources and tackle climate change. ISO 50001 supports organizations in all sectors to use energy more efficiently, through the development of an energy management system (EnMS).

The site:

As well as being a Site of Special Scientific Interest (SSSI), Porton Down is a Special Area of Conservation (SAC) and a Special Protection Area (SPA) covering over 1500 hectares, designations which are derived from European directives [1992 Habitats Directive](#) and [1979 Birds Directive](#).

Buildings are central to the EU's energy efficiency policy, as nearly 40% of final energy consumption and 36% of greenhouse gas emissions is in houses, offices, shops and other buildings. The 2030 Communication published by the European Commission in July 2014 underpins the key role of the building sector, stating that “the majority of the energy-saving potential is in the building sector.” Directive 2010/31/EU on the energy performance of buildings (EPBD) is the main legislative instrument at EU level for improving the energy efficiency of European buildings.

The Porton project looks to minimise environmental impact and is willing to pay to do this in line with the polluter pays principle (PPP) - as an overarching principle of environmental responsibility.

In light of the above, it follows that the proposed research and innovation centre would respect the principle of sustainable development, maximise positive impacts, mitigate potential negative impacts and have regard to the “polluter pays” principle in the following specific ways:

Building Research Establishment Environmental Assessment – BREEAM:

The council will seek to achieve a BREEAM ‘Excellent’ rating for the Phase 2 Innovation Centre. While this was unfortunately infeasible for the Phase 1 Incubator Building due to the location of the science park, the use of that building and some associated technical restrictions. Consequently the Phase 1 building could only achieve a ‘Very Good’ assessment.

There may be a greater opportunity to achieve the minimum score to achieve ‘Excellent’ in the construction of the Centre. For example, natural ventilation may be incorporated into the design, which was infeasible for phase 1 due to regulatory constraints. This in

turn may assist with scoring additional credits with respect to lowering energy and emissions costs.

Environmental Improvement and Mitigation:

In the pursuit of outline planning permission, an Environmental Impact Assessment (EIA) was completed by Development Planning and Design Services Ltd (DPDS) for the development of Porton Science Park. The study comprised part of an Environmental Statement (ES) which described the environmental effects of proposals for the development of a science park on land at Porton Down, near Salisbury. The EIA conformed to the requirements of the European Union's [Directive 97/11/EC](#) (Ref 07) amending Directive 85/337/EEC (on the assessment of the effects of certain public and private sector projects on the environment) (Ref 08).

The ES considered the following issues:

- Landscape and Visual Impact
- Ecology (including noise, vibration and air quality issues)
- Archaeology & Heritage
- Surface Water Drainage (including contamination issues)
- Transport & Highways
- Socio-economic

The significance of the predicted effects of the development have been considered in relation to key residual (temporary, mitigated) construction period effects, key residual (permanent, mitigated) operational effects and long term effects. Furthermore, consideration has been given to the alternative options as required in Schedule 4 of the Regulations, including "Do Nothing".

Overall the ES concludes that *"the development ... would give rise to more significant benefits than disbenefits, to the environment, to the local community, to the Region and potentially to the national economy. This would apply both to the construction period, and more especially, to the subsequent period when the site would be fully built and operational."*³

And: *"Finally, long term implications of developing the site in the manner proposed would be wholly beneficial. They would include enhancing the prospects for economic development of the area; improvements to and an increase in, the landscape quality of*

³ "The development of the site will result in a significant increase in tree and hedgerow planting especially along the eastern and southern boundaries of the site. In addition, the "parkland setting" of the development will result in the creation of landscaped open corridors through the site and along its edges. These, when combined with open areas within the development will provide new habitats and wildlife corridors which will more than compensate for the loss of the arable farmland and improved pasture which is to be lost to development." p.33 EIA for outline application

the area; habitat development; adding to the body of knowledge of the archaeology of the area; creating a more sustainable approach to travel to work patterns in the area; the improvement groundwater conditions and quality and the provision of major employment benefits to the local and wider communities.”

Low carbon:

Wiltshire Council is currently undertaking development of a Heat Network at Porton Science Park and has secured funding from the Heat Network Delivery Unit at the Department of Energy and Climate Change for this purpose. This will comprise full heat mapping, masterplanning and technical and economic assessment.

The outcomes from the study open the door to increased energy efficiency and strengthened secure and sustainable energy supplies at the site, as well as reduced emissions. These outcomes would not only be consistent with Wiltshire Council’s focus on sustainable development but also the Swindon and Wiltshire Local Enterprise Partnership’s aspirations for a low carbon economy.

Ecology:

The development is located within a km of the Porton Down Special Protection Area, a site designated under the European Habitats Directive for its breeding stone curlew population. These birds are exceptionally sensitive to disturbance and the development was therefore assessed under Regulation 61 of the Habitats Regulations by an independent ecological consultancy. Screening measures including, blinds on windows facing the SPA, temporary hoarding during construction and permanent hedgerows will be used to reduce the impacts on the birds.

The Masterplan for the whole of the Porton Down Campus recognises that it is impossible to confidently eliminate all impacts on the SPA. Consequently, in accordance with the precautionary principle, Dstl which owns and manages land in the SPA, has produced a conservation management plan to offset the combined impacts of all development proposed in the Masterplan. As a partner in the Masterplan, the Council is providing financial contributions to deliver specific actions in the management plan sufficient to offset any possible impacts of the innovation centre, to date this includes the provision of two new Stone Curlew plots as well as permanent and temporary electrical fencing to reduce badger predation of nests. These measures are in accordance with the advice of Natural England and its own ecologist. As a result the Habitats Regulations Assessment was able to conclude that the innovation centre would not lead to a loss of site integrity at Porton Down SPA.

Other ecological features which are potentially relevant at the site include badgers, breeding birds and reptiles. Planning permission requires the preparation of a

Construction Environment Management Plan. This will be prepared by the contractor and reviewed by the Council's Ecologist to ensure that appropriate measures are taken to avoid impacts to these species during the construction phase. In the long term, landscape planting has been designed to reflect the high quality of the local natural environment with a high proportion of native species and the use of native wildflower seed mixes in areas of open space. This will maximise the availability of pollen, nectar and seed sources thus supporting invertebrate populations and the birds and mammals dependent on them.

12.2 Support for the Equality and Diversity theme (for European Regional Development Fund this is defined as 'Equality and Anti-Discrimination'; for European Social Fund this is defined as 'Gender Equality and Equal Opportunities') (Application of Article 7 of Regulation 1303/2013) and the Public Sector Equality Duty (s149 of the Equality Act 2010).

How will you ensure that equality between men and women as well as gender perspective are taken into account and promoted throughout the preparation and implementation of the project?

What steps will you take to ensure accessibility for persons with disabilities are taken into account throughout the preparation and implementation of the project?

In light of the Equality Act 2010 how does your proposed project further the following aims:

-

- The need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- The need to advance equality of opportunity between people who share a protected characteristic and people who don't.
- The need to foster good relations between people who share a protected characteristic and people who don't.

For ESF only, applicants should refer to [Action Note 019/18](#) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.

Applicants must also prepare and attach an Equal Opportunities Policy and Implementation Plan along with their Full Application. Applicants should ensure their Equality & Diversity Policy & Implementation Plan adheres to the ESF specific requirements set out in the published [ESF Cross Cutting Themes Guidance](#)

Equality between men and women

Wiltshire Council considers equality to encapsulate a range of perspectives and of people within society and does not consider equality and diversity to focus on gender in isolation. Equality on the grounds of sex has been considered alongside other equality perspectives

in the development of this project and this application and these are discussed holistically below. As lead delivery partner Wiltshire Council will ensure that the equality and diversity theme is understood by the central project team and our project partners and that equality and anti-discrimination is both considered and implemented at each stage of project development and delivery; including management process, design, marketing and construction.

Management

As a public organisation Wiltshire Council are committed to addressing equality and diversity through its Equality and Diversity Policy and Procedures. These policies outline Wiltshire Councils approach to ensuring fair and lawful practices and procedures are adhered to at all times in the conduct of Wiltshire Council business. These policies take in to account the full requirements of the Equality Act 2010 and constitute a key consideration in the Wiltshire Council decision making process.

The Wiltshire Council project team consists of a multi-disciplinary team representative of the Wiltshire Council workforce in respect of age, sex and ethnic background. All members of the Project Team have signed up to the Council's policies in respect of discrimination, equal opportunities, harassment and bullying.

Wiltshire Council has consulted with and will continue to consult with the Cross Cutting Theme Advisers at DCLG with responsibility for Equality and Diversity during the project development and delivery. The Council's Project Team will ensure that an equality and diversity focus is maintained throughout the lifetime of the project and this will be reflected in all aspects of the project with a dedicated narrative on equality and diversity considerations included in all progress reporting.

In developing the wider project team with external partners, Wiltshire Council will work to ensure that partner organisations have in place relevant equality and diversity policy and procedure in line with the requirements of the Equality Act 2010.

Marketing

All marketing, communications and promotion activities related to the project will ensure that equal opportunities, equality and diversity are reflected, particularly in relation to representation of sex, racial and ethnic origin, disability, age, religion and sexual orientation. Marketing material will reflect this through a variety of imaging and relevant quotations creating a product that promotes equality and inclusion with attention, courtesy and respect regardless of disability, age, gender, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief, age or sexual orientation.

Delivery

In line with the Wiltshire Council corporate procurement rules and regulations, suppliers of services to Wiltshire Council are required under contract agreement to not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination in employment including the Equality Act 2010 and any other relevant codes of practice issued by the Government and the appropriate agencies in the performance of its obligations under contract, by virtue of clause 6.3(o) of the Wiltshire Council Standard Terms and Conditions for the Provision of Goods and/or Services.

In employing contractors and service providers to support the delivery of the project, all suppliers will be asked to provide detail and if necessary evidence of their equalities and diversity policies as part of the procurement process. Throughout contractor involvement in the project these requirements will be strictly monitored and maintained by the corporate project management team. This process of checking and validating adherence to the equalities and diversity theme will ensure its principles are embedded in to all aspects of project delivery and construction.

The proposed Research and Innovation Centre will achieve a BREEAM “Very Good” standard (“Excellent”, if feasible). In order to achieve this standard, the main contractor will be required to comply with, and achieve, formal certification under the Considerate Constructors Scheme. The Scheme's Code consists of five sections, two of which, Community and Workforce, have particular regard for how the construction site or main contractor is dealing with equality and diversity. The project is expected to achieve Considerate Constructors Scheme certification representing a level of consideration by the main contractor, beyond statutory requirements, to the neighbour, the workforce, and the environment, including a focus on equality and diversity.

Prevention of discrimination based on racial or ethnic origin, religion or belief, disability, age or sexual orientation

In line with the Wiltshire Council corporate procurement rules and regulations, suppliers of services to Wiltshire Council are required under contract agreement to not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination in employment including the Equality Act 2010 and any other relevant codes of practice issued by the Government and the appropriate agencies in the performance of its obligations under contract, by virtue of clause 6.3(o) of the Wiltshire Council Standard Terms and Conditions for the Provision of Goods and/or Services.

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Accessibility for persons with disabilities

In accordance with Part M of the Building Regulations 2010, the building design has integrated a range of features with regard to accessibility and usability. This ensures that the building has been designed with equal opportunities, easy access and non-discriminatory usability as a primary consideration.

A Builders Users Guide will be provided for occupiers of the finished building as required by compliance criteria contained within BREEAM. The design and operation of the building will comply with the requirements of the Guide, particularly with relation to:

- Arrangements for assisted provision (e.g. for disabled people);
- Role of a fire warden in assisting people with disabilities;
- Evacuation chairs;
- Provision, and operation, of equipment such as Induction Loops; and
- Ensuring women, disabled and BAME entrepreneur needs are integrated into the offering.

The specific design features of the building and the immediate environment will support these principles and include the following:

- Provision of an appropriate number of disabled car parking spaces
- Drop kerbs located around the site access roads and footpaths to enable wheel-chair use around the site and to the building
- Provision of a lift
- Disabled toilets and (where provided) shower facilities

13. ERDF Only - Summative Assessment

Please refer to Project Summative Assessment Guidance (ESIF-GN-1-033) available on GOV.UK ESIF page

13.1 Have you read and understood the Project Summative Assessment Guidance and provided a logic model using the Summative Assessment Logic Model form? (A copy of the logic model should have been provided when you were invited to proceed to full application - if not please get in touch with your nominated contact)

Yes

13.2 Have you allocated a budget for the summative assessment, which does not exceed 1% of the project eligible expenditure or £100,000, whichever is the lower amount?

Yes

For ERDF

General Data Protection Regulation (GDPR) and Freedom of Information Act 2000

The Ministry for Housing, Communities and Local Government is the 'data controller' for all ERDF-related personal data and controls and processes personal data (including sensitive special data) under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**

As a data processor of ERDF personal data, your organisation must ensure that ERDF personal data is processed in a way which complies with requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.

You must also comply with the practices and requirements described in the ERDF programme guidance published by the Managing Authority.

By proceeding to complete and submit this form, you consent that we may process the personal data (including sensitive personal data) that we collect from you, and use the information you provide to us, in accordance with our Privacy Policy.

For ESF

The Department for Work and Pensions is the 'data controller' for all ESF-related personal data and it controls and processes personal and special category data under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**

As a data processor of ESF personal data, your organisation must ensure that ESF personal and special category data is processed in a way which complies with requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.

You must also comply with the practices and requirements described in the ESF programme guidance published by the Managing Authority.

By signing and accepting this Full Application Form you are accepting and consenting to the practices described in the [Operating Policy in respect of ESF Online Applications](#)

You can also find further information about the Department for Work and Pension Personal Information Charter [here](#).

Declaration & Signature

I declare that I have the authority to represent Wiltshire Council in making this application.

I understand that acceptance of this Full Application does not in any way signify that the project is eligible for ESI Funding support or that ESI funding has been approved towards it.

On behalf of Wiltshire Council and having carried out full and proper inquiry, I confirm to the Department:

- Wiltshire Council has the legal authority to carry out the project; and
- That the information provided in this application is accurate.
- I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision of the Department whether to endorse the application.

I confirm to the Department:


- I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- That I shall inform the Department if, prior to any ESI funding being legally committed to Wiltshire Council, I become aware of any further information

which might reasonably be considered as material to the Department in deciding whether to fund the application.

- Match funding will be in place prior to any award of ESI funding.
- I am aware that if the information given in this application turns out to be false or misleading Department for Communities & Local Government (DCLG, for European Regional Development Fund) and the Department for Work and Pensions (DWP, for European Social Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services before the formal approval of your project and you have signed a European Regional Development Fund or European Social Fund Funding Agreement. Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.

Signed For and on behalf of the Applicant Organisation			
Name (Print)	Richard Walters		
Position	Head of Major Projects	Date	25/07/2019

Annexes submitted separately

Annex 1	Supporting documents checklist
Annex 2	Article 61 Revenue Generating Projects (ERDF only)
Annex 3	Capital Project requirements (ERDF Only)
Annex 4 a	Procurement to date
Annex 4 b	Procurements forward look
Annex 5	Full Application Financial tables
Annex 6	Indicators Annex Table
Annex 7	MoU between Porton Campus Partners
Annex 8	Procurement Lessons Learned Report
Annex 9	Procurement Sourcing Plan for Design and Construction
Annex 10	Procurement Sourcing Plan for the QS and PM
Annex 11	Procurement Sourcing Plan for the Business support