

AGENDA

Meeting: Joint Strategic Economic Committee
Place: The Kennet Room, County Hall, Bythesea Road, Trowbridge,
Wiltshire, BA14 8JN
Date: Thursday 28 April 2016
Time: 1.00 pm

Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Trowbridge, BA14 8JN direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

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Membership:

Cllr David Renard (Chairman)	Leader of Swindon Borough Council
Cllr Baroness Scott of Bybrook OBE	Leader of Wiltshire Council
Cllr John Thomson	Deputy Leader of Wiltshire Council and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Brian Mattock	Deputy Leader of Swindon Borough Council and Cabinet Member for Health and Adult Social Care
Cllr Fleur de Rhé-Philippe	Wiltshire Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property
Cllr Garry Perkins	Swindon Cabinet Member for Economy, Regeneration and Skills

Non-Voting Membership:

Mr Barry Dennington Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)

Substitutes:

Cllr Brian Ford Swindon Cabinet Member for Streetsmart
Cllr Dale Heenan Swindon Cabinet Member for Highways, Strategic Planning, Sustainability and Transport
Cllr Russell Holland Swindon Cabinet Member for Finance
Cllr Toby Sturgis Wiltshire Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste
Cllr Dick Tonge Wiltshire Cabinet Member for Finance
Cllr Stuart Wheeler Wiltshire Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services

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AGENDA

Part I

Items to be considered while the meeting is open to the public.

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes (Pages 5 - 22)**

- a) To approve the minutes of the meeting held on 11 February 2016.
- b) To receive and comment upon the draft minutes of the Board Meeting of the Swindon and Wiltshire and Swindon Local Enterprise Partnership held on 16 March 2016.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the relevant Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the Wiltshire Council Constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda no later than 5pm on 21 April 2016. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Commissioning Group Update** (*Pages 23 - 48*)

To receive an update from the SWLEP Commissioning Group

7 **Strategic Housing Market Assessment(SHMA)/Functional Economic Market Assessment(FEMA) Progress Report** (*Pages 49 - 52*)

8 **LGF Project Prioritisation** (*Pages 53 - 58*)

9 **Ultrafast Broadband Report** (*Pages 59 - 62*)

10 **European Structural Investment Fund (ESIF) Update** (*Pages 63 - 68*)

11 **Benchmarking LEP Board Recruitment, Retention and Succession Planning** (*Pages 69 - 98*)

The report to the Joint Scrutiny Task Group on LEP Board recruitment is attached for information.

12 **Forward Plan** (*Pages 99 - 108*)

To consider items for future agendas.

The forward plan for the SWLEP Joint Scrutiny Task Group is also attached for information.

13 **Date of the Next Meeting**

To confirm the date of the next meeting as 24 June 2016 at County Hall, Trowbridge.

Future meetings:

12 October 2016
8 December 2016

Part II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

JOINT STRATEGIC ECONOMIC COMMITTEE

DRAFT MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 11 FEBRUARY 2016 AT MONKTON PARK, CHIPPENHAM.

Present:

Cllr David Renard (Chairman), Cllr John Thomson, Cllr Brian Mattock, Cllr Fleur de Rhé-Philippe, Cllr Garry Perkins, Cllr Russell Holland (Substitute) and Cllr Toby Sturgis (Substitute)

1 **Apologies**

Apologies were received from Nicky Alberry and Barry Dennington. The Baroness Scott of Bybrook, and Cllr Gary Perkins gave their apologies, and were substituted by Cllr Tony Sturgis and Cllr Russel Holland respectively.

2 **Declarations of Interest**

There were no declarations of interest made.

3 **Minutes**

The meeting considered the minutes of the meeting held on the 1 December 2015, and the minutes of the Swindon and Wiltshire Local Enterprise Partnership Joint Scrutiny Task Group held since the last meeting of the JSEC.

Resolved

- 1. To approve as a correct record the minutes of the meeting held on the 1 December 2015.**
- 2. To receive and noted the minutes of the Swindon and Wiltshire Local Enterprise Partnership Joint Scrutiny Task Group held on the 9 December 2015.**

4 **Chairman's Announcements**

There were no Chairman's Announcements

5 **Public Participation**

There were no questions or representations from the public.

6 **Strategic Economic Plan (SEP) Refresh**

The Committee considered a report that provided an update on the draft Strategic Economic Plan (SEP) which had been recently refreshed, and asked the Committee to note the content of the Plan.

Issues highlighted in the course of the presentation and discussion included: the iterative process undergone so far; that SWLEP was one of the few LEPs to refresh SEP since 2012; that three key zones that would be the focus of activity; that some work would be applied across the whole county; that the Board had approved the plan in January 2016; how the plan would be presented in a range of formats to better communicate with current and potential partners.

It was agreed that, in a change to officer's recommendation in the report, the Committee should endorse as well as note the Plan.

Resolved

To note and endorse of the wording in the Strategic Economic Plan, January 2016.

7 Performance Indicators

The Committee considered a report that provided an update on progress and recommended to the Committee that the indicator dashboards be published on a regular basis alongside the SWLEP Economic Bulletin be approved, and asked the Committee to consider the options set out regarding reporting period.

Issues highlighted in the course of the presentation and discussion included: that officers had developed the indicators following feedback from the Chairman and other members of the SWLEP Board; how the board could be kept up to date with the progress of projects; how the different outcomes of projects are monitored; how key indicators could be compared to other LEPs on a quarterly basis; the proposals to publish information on the website, and that some of this is already in the public domain; and that the Junction 16 was getting close to the procurement stage.

Resolved

- 1. To note the progress made on the publication of the indicator dashboards for both the SWLEP programme of projects and key economic indicators for the area**
- 2. To confirm the Committee preferred option for a quarterly frequency and format of publication on the SWLEP website to the SWLEP board.**
- 3. To note that, once publication is formally underway, the Dashboards need not be further formally considered at JSEC unless the format, measures and period of the report are proposed to be substantially changed. As reported previously, as further funding programmes and**

funded projects become live, e.g. European Structural and Investment Funding, the relevant indicators will be added to the dashboards for monitoring.

8 Delivery of Local Growth Fund (LGF) Projects

The Committee considered the report which provided an update on the delivery of the Local Growth Fund Projects

Issues highlighted in the course of the presentation and discussion included: that £140 million had been allocated to Local Growth Fund projects in the LEP area; that the commissioning group meets monthly to review progress; how a traffic light system is used; the status current projects; how the project managers for each project share information on performance; how the Department for Transport has retained control of some funding; the success of interim management arrangements; and how each priority has a sub-group and officers assigned to support them.

Resolved

To note the report

9 Risk Management Procedures Update

The Committee considered the report which provided a summary of the SWLEP risk management procedure.

Issues highlighted in the course of the presentation and discussion included: that the SWLEP's approach to risk management had been used recently as an example of good practice; that mitigating actions are identified and progressed through rigorous programme management techniques; and how action is monitored and escalated for sign-off as appropriate.

Resolved

To note the report

10 Higher Futures (formerly City Deals)

The Committee received the report which full update, following a previously received highlight report, regarding the progress of the Higher Futures project.

Issues highlighted in the course of the presentation and discussion included: that £1.4 million had been previously awarded to the project, with a focus in improving the higher skills amongst the workforce; that particular attention was placed on army leavers in the area; that skills at NQ Level 4 and above were required to meet the needs of the economy over the next decade; that universities from around the country are being approached to help develop

courses to meet the needs of employers; that progress had been slow, but the pace has had since picked up; that a full team of staff had been recruited to take this programme forward; that the previous deal was very ambitious, will have to renegotiate on this position; the income projections were not sustainable in the short-term; that some courses had started already with more to come; that businesses will start to contribute to income later in the lifespan off the project, with some funding expected from colleges; how best to harness larger businesses and groups of Small and Medium Enterprises (SMEs), so that they can help develop course; and the possibility of involving secondary schools once the project for higher skills refines the model.

Resolved

- 1. To note the progress in establishing the Higher Futures Programme as a Programme of the SWLEP, with robust performance management reporting arrangements to the SWLEP Commissioning Group and from there to the SWLEP Board.**
- 2. To note the Board's decision at its meeting on 20 January to approve the change in the profile of budget spending as outlined in paragraph 5.**
- 3. To note the Board's decision at its meeting on 20 January for the Chair of the Sub-Group, the Head of Economy (Swindon Borough Council) and Associate Director of Economy and Planning (Wiltshire Council) enter in discussions with the Department for Business, Innovation and Skills (BIS) to review the outcomes in the City Deal Agreement.**
- 4. To note that the Chair of the SWLEP and Board sponsor will meet with the MOD and Careers Transition Partnership at a national level to facilitate moving forward the military elements of the programme.**

11 Strategic Housing Market Assessment (SHMAA)/ Functional Economic Market Area (FEMA) Update

Alistair Cunningham, Associate Director for Planning – Wiltshire Council, and Richard Bell, Head of Planning - Swindon Borough Council, presented a report which provided an update on progress with the Joint Strategic Housing Market Assessment (SHMA) and Functional Economic Market Assessment (FEMA) for Wiltshire and Swindon; and on arrangements for the Joint Working Group.

Issues highlighted in the course of the presentation and discussion included: that officers were using the LEP footprint to understand the housing market needs to 2030 and then looking at infrastructure (transport, sewerage, water, energy) for 2050; that consultants employed to work on these plans; that a joint working group had been established to drive this work forward; that the work should inform further development of the SEP; the Swindon's Cabinet Member

for Transport would be invited to participate as required; and that the project could start to take in to account the economic areas of neighbouring authorities.

Resolved

- 1. To endorse the content of the report and progress being made on the Strategic Housing Market Assessment and Functional Economic Market Assessment;**
- 2. That a further report be made to the next meeting of the JSEC.**

12 Recruitment of SWLEP Director

It was noted that following a recruitment process, that Paddy Bradley had been appointed as to the position of SWLEP Director.

The Committee joined the Chairman in congratulating Mr Bradley on his new position.

13 Future Items and Date of the Next Meeting

The Committee was asked, in addition to regular updates, for any other items they wished to be considered at future meetings. There were no additional items requested.

The Committee also noted that the meeting dates for the rest of 2016 had been altered from the previous meeting, as part of a reorganisation of SWLEP Board and JSEC meeting dates, as follows:

- 28 April, 24 June, 12 October and 8 December

Meeting of the SWLEP Board, as follows:

- 16 March and 11 May

14 Exclusion of the Press and Public

Resolved

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 15 and 16 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

15 Growth Deal Process/Independent Technical Assessments (ITA)

The Committee received the report which provided information about the selection process to date; provided a summary information of project assessments carried out; and outlined the next steps.

Resolved

- 1. That UA Officers (Programme Managers) carry out a due diligence review of the data resulting from the ITA assessment presented in this paper to ensure that any further strategic factors have been accounted for**
- 2. That officers advise on LGF Round 3 timescales and requirements when known.**
- 3. That given the Governments position regarding the Ultrafast Broadband project, that JSEC to ask the LEP to develop the proposals further.**

16 European Structural Investment Fund Update

The Committee received a report which provided an update on the progress of the European Structural and Investment funds 2014-2020 programme.

Resolved

- 1. That JSEC notes given all factors, progress to date has been reasonable and that spend and performance profiles are on target to meet the 2018 Performance Review; and**
- 2. That asks that the Chairman and Vice-Chairman of the JSEC, along with the Chairman of the LEP, to write to the Secretary of State to raised their concerns about the administration of the European Structural and Investment funds.**

(Duration of meeting: 1.00 - 2.13 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01224 713935, e-mail William.Oulton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Attendees	<p>Board: Amanda Burnside (AB) / Shahina Johnson (SJ) / John Mortimer (JM) / Baroness Scott of Bybrook OBE (JS) / Peter Wragg (PW) / George Gill (GG) / Brigadier Jez Bennett (JB) / Simon Patten(SP) / Nicky Alberry (NA) / Vic O'Brien (VO) / Adam Schallamach (AS) / Marc Richards (MR)</p> <p>Advisors: Dr Carlton Brand (CB)</p> <p>Observers: Fleur de Rhé-Philippe (FRP)</p> <p>Secretariat: Paddy Bradley (PB) / Alistair Cunningham (AC)</p> <p>Others: Leanne Sykes (LS) / Parvis Khansari (PK) / Richard Walters (RW) / Ian Durston (ID)</p> <p>Guests : Jonathan Eddy (JE), BIS</p>
Apologies	Graham Deane (GD) / Rob Angus(RA) / David Renard (DR) / John Gilbert (JG) / Garry Perkins (GP) / Shahina Johnson (Part II only) / George Gill (Part II only)
Chair	Barry Dennington
Minutes	Kieran Elliott (KE)
Venue	Wiltshire College Campus, Cocklebury Road, Chippenham, SN15 3QD
Start time	9.30am
Finish time	1.30pm

Item	Summary of Issues Discussed and Decisions – Part 1	Deadline
1	Welcome and Introductions, Conflicts of Interest	
	<p>The Chairman welcomed those present to the meeting and in particular new Board Members Vic O'Brien, Adam Schallamach and Marc Richards.</p> <p>NA and AB declared general interests due to potential involvement in bids that may receive ESIF funding through their interests in Business West and Wiltshire College respectively.</p> <p>PW declared a non-pecuniary interest as a Board Member of the Royal Artillery Museum, and JB as a former officer of the Royal Artillery.</p>	
2	Board Minutes, Actions and Chair Update	
	<p><u>Minutes</u> The minutes of the public meeting held on 20 January 2016 were presented for consideration and it was,</p> <p><u>Resolved:</u></p> <p>That subject to a correction to Minute 2 to amend 'National Local Enterprise Partnership Board' to 'LEP Network Management Board' and a correction to Minute 3 to confirm that assessments and reports to date had confirmed the route of a proposed tunnel under the M4 would not be underneath Junction 16,</p> <p>To APPROVE and sign as a correct record.</p> <p><u>Actions</u> The Board noted the status of the current actions as detailed in document 3.2 of the agenda papers, with additional information provided by AC and PB. It was confirmed there had been meetings with Bath University in relation to developments regarding High Value Manufacturing.</p> <p><u>Chairman update</u> The written update on the Chairman's activities at document 3.3 was received and noted. The Chairman in particular noted the appointment of</p>	

	<p>three new Board Members as introduced at the start of the meeting. He did state that the Board was still very keen for a suitable representative from the south of Wiltshire be found, and urged all those present to encourage those with the right profile to put themselves forward.</p> <p>On behalf of the Board the Chairman thanked in their absence outgoing Board members RA and GD for their much valued work on the Board and its subgroups during their tenure. The Chairman also thanked the outgoing Vice-Chair, NA, for her tremendous support for him and the Board and her positive impact from the beginning of the LEP process and on its achievements.</p> <p>It was also stated that JB was being transferred to a new military posting, and the Board duties would be undertaken by Colonel Toby Bridge. Through the Chairman the Board expressed its thanks to the Brigadier for his service on the Board, and wished him well in his new posting.</p> <p>It was also confirmed that following a selection process PB had been selected as the new SWLEP Director from 11 April 2016. A new director representing Swindon Borough Council would therefore be appointed by the council in due course.</p>	
3	Submitted Questions	
	<p>A series of questions were received from Mrs Charmian Spickernell on behalf of the Council for the Protection of Rural England (CPRE). Written responses were provided as attached to these minutes.</p> <p>Mrs Spickernell asked supplementary questions in relation to public consultation on the plans for J16, and it was stated in response a business case for funding approval was progressed through the Board processes, but that consultations of the scheme had been covered through the planning application processes.</p> <p>A further supplementary was asked about the western access project at Witchestowe and it was stated this was a requirement under the planning permission for Wichelstowe. Its implementation is the responsibility of the Joint Venture Partnership between Swindon Borough Council and Barratt Homes and any new information in relation to the scheme would be taken into account by the appropriate authorities.</p>	
4	Papers for Approval	
	<p>i) Finance Report</p> <p>A written update was presented by Leanne Sykes, Principal Accountant, Wiltshire Council, on the finances of the SWLEP and its Subgroups for the period 1 April 2015 to 31 March 2016 predicted as detailed at document 3.5 in the agenda papers.</p> <p>It was noted the general revenue account covering income and expenditure for the core SWLEP activities was forecast with a £0.180m underspend, up from £0.105m in October 2015. This was as a result of local authority staff assisting with delivery of the Strategic Economic Plan and EU investment Strategies, partly offset by a recommended reallocation of the underspend to fully fund a Policy Project Manager post and funding to support the joint work on the local Plan Strategic Housing Market Allocation Assessment</p>	

(SHMAA) and Functional Economic Market Areas Assessment (FEMAA).

Details were also provided on the Growing Places Fund, Higher Futures, Growth Hub Extension and Local Growth Fund Subgroups.

The Board discussed the finance update, and the level of underspend and if there was a need to reassess focus on spending in specific areas and reallocate to more vital areas. The Board also discussed the difference from the planned SWLEP profile and the managing program provided by the Department of Communities and Local Government and the impact on the Local Growth Fund, and that to ensure the full amount was utilized within the financial year as the DCLG requested, it was proposed to accelerate 2016/17 and some later schemes.

It was also clarified in response to queries that the paper's reference to Digital Corsham related solely to the physical aspect of the Corsham Mansion House.

Resolved

To note the update.

ii) and iii) Budget 2016/17 and Local Growth Fund Summary 2015/16

A proposed budget for the SWLEP and its Subgroups was presented by Leanne Sykes, Principal Accountant, Wiltshire Council, as detailed at document 3.6 in the agenda papers.

It was noted that total planned expenditure for the Local Growth Fund at £14.366m was £0.049m in excess of planned income at £14.317m, and this would be managed in year through measures such as scheme slippage.

In response to queries on the listed items for expenditure, it was confirmed that projects such as Chippenham Station were not included as they were retained schemes. Retained scheme funding is held by DfT and will be released upon full approval.

The Board then discussed the general account, with income and expenditure of £0.730m, and discussed the proposals, in particular ensuring there was sufficient budgeting to increase the visibility and engagement of the Board, its plans and its impacts, through media and public marketing and events.

At the conclusion of discussion, and taking account that no representatives from Swindon Borough Council were present, the budget was approved. Swindon Borough Council was asked to confirm its position on the budget.

Resolved:

That subject to approval from the Board representatives from Swindon Borough Council, to APPROVE the budget proposals as outlined.

iv) Marketing and Communications Strategy

At the meeting on 20 January the Board resolved to make further amendments to the strategy, which would be approved by electronic consent of Board members. This had taken place and the work was

therefore continuing on brand guidelines and preparing appropriate support to make effective use of the strategy. This would involve appointing a full time marketing officer within the secretariat for longer term support, and provision for interim support until such an appointment.

The Board supported the proposal, agreeing there was a need to create a strong, positive brand and effectively communicate the potential of and successes driven from the SWLEP, but noted that it would not be the role of the new appointment to revise the strategy, but instead to delivering it. It was also requested the Board receive regular updates on marketing progress.

It was also proposed the Board approve a contract to produce a web enabled and other versions of the Strategic Economic Plan for publication in April.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the awarding of the contract to RE-D to produce a publishable version of the SEP.**
- 2) **To endorse the action of the SWLEP Director to employ interim support for up to four months to develop the Marketing and Communications implementation plan using a budget allocation of up to £10,000.**
- 3) **To authorise the SWLEP Director, supported by SWLEP Board members as appropriate, to recruit a Marketing and Communications Officer on a fixed term contract for two years with a budget of up to £45,000.**

A recess was taken from 10.40am -11.05am

v) Health and Life Sciences

A presentation was received in addition to document 3.7 as detailed in the agenda papers from a steering group, providing details of the current state of and perceived potential of the Health and Life Sciences industry across Swindon and Wiltshire, which was also subject to the first LEP wide sector strategy, for UK growth and foreign investment. It was also seen as able to be closely coordinated with the expansion of digital sector services across the LEP area.

Details were provided on existing clusters of Health and Life Science industries centred around London, Oxford, Southampton, West of England, Wales, and Swindon and Wiltshire, with its own cluster around Porton Down and the A303. This cluster reflected Swindon and Wiltshire's positioning as in the centre of southern England with the connectivity to the other clusters a strong point for the cluster around Porton Down. However, it was recognised that while some in the sector like Dstl was expanding and increasing job opportunities, others such as Public Health England was reducing functions, moving some to Harlow. This does present an opportunity though, as there will be a number of well-qualified staff who do not want to move away from the area when PHE functions relocate.

The primary sector opportunities were detailed, and proposals on how the

	<p>LEP could assist with the advancement of the sector, including innovation support, a skills audit to identify attractive skills to be developed, aiding in making key sites available, targeted business engagement and support packages and marketing assistance.</p> <p>A business case would need to be made for specific proposals, but the Board was supportive of the endeavour to aid with increasing the number of high skill jobs in Swindon and Wiltshire, and making use of military opportunity links, and other factors that would assist developing priorities.</p> <p>At the conclusion of discussion, it was,</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) To endorse the principles of the approach outlined in the agenda papers. 2) To confirm the sector specific priorities identified. 3) To agree that the steering group continue its work towards developing a prospectus and related documentation in accordance with the strategy proposed. 	
6	Papers for Information	
	<p>i) Commissioning Group Dr Carlton Brand, Wiltshire Council, provided updates on the highlight report on the 2015/16 SWLEP programs as detailed fully in document 3.8 of the agenda papers.</p> <p>Further meetings had been held with the Department for Transport (DfT) in relation to the New Eastern Villages programs. The DfT had confidence in the development of the business case and the progress of the programs. It was also agreed a Board visit to the sites would be arranged.</p> <p>In relation to Chippenham Station Hub, there was now a June 2016 date for a revised options appraisal.</p> <p>In relation to J16 of the M4, work was continuing on purchase of land to facilitate development, and that matters were proceeding. Regarding J17, discussions were ongoing with Highways England regarding signalization issues. The Board expressed concern at the level of progress with Highways England, and requested a letter on its behalf be sent urging further progress in a timely manner.</p> <p>Other issues discussed included the A350 Yarnbrook project, which was affected by ecology concerns.</p> <p>Resolved: To note the update.</p>	<p>April / May 2016</p> <p>March 2016</p>
7	Any Other Business and Date of Next Board Meeting	
	<p><u>Date of Next Meeting</u> The date of the next meeting was confirmed as 11 May 2016, and it was requested the location be moved to Salisbury.</p> <p><u>Governance of the SWLEP</u> A presentation was received on present and proposed internal governance arrangements for the SWLEP, including revised arrangements for subgroups to develop Strategic Economic Plan priorities. The Board discussed the proposed structures, how best to populate Subgroups, and</p>	<p>May 2016</p>

	<p>how to best add value with the current Scrutiny Task Group and Joint Strategic Economic Committee, in terms of assessing the work of the Board and providing democratic accountability.</p> <p>It was also requested that assurance that rural economy matters would receive appropriate attention through the governance structure and focus on priorities.</p> <p><u>Fast Growth Cities Group</u> The Board was informed of an initiative linking together five towns and cities, including Swindon, Oxford, Norwich and others, with similar community issues, challenges and certain opportunities, and suggested further information be sought.</p>	
8	Confidential Item	
	<p><u>Resolved</u> To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items Number 9-10 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.</p>	
Item	Summary of Issues Discussed and Decisions – Part 2	
9	GPIF Report	
	<p>The Board received a confidential update on the current position of the GPIF and options for how to progress investments through the fund.</p> <p>At the conclusion of discussion, it was,</p> <p><u>Resolved:</u></p> <ol style="list-style-type: none"> 1) That officers pursue the current approved projects to secure funding agreements 2) To seek confirmation on draw down and confirmation of profile for Kimmerfields 3) In the event that a project cannot proceed to draw down, that the GPIF Subgroup return to the SLWEP Board with proposals for the investment of remaining GPIF 4) That the SWLEP Board agrees that Wiltshire Council shall repay its commitment for the Castledown Business Park when funding is required to satisfy the drawdown requirements of other projects as they come forward 	
10	Project Prioritisation	
	<p>The Board received a confidential update on the prioritisation process for projects, and were provided with reassessed categories following their comments at the last meeting.</p> <p>At the conclusion of discussion, it was,</p> <p><u>Resolved:</u></p>	

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| | <ol style="list-style-type: none">1) That four groups of category 1 projects (explained in paper) are taken forward as the potential projects to be submitted for funding in the next round of LGF.2) That Scheme Promoters for these projects are asked to prepare an Outline Business Case.3) That the approach presented in Appendix B of the report is used as a basis to form the SWLEP Investment Plan. | |
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Draft

Public Participation

From Mrs Charmian Spickernell, CPRE North Wilts & Swindon Group Committee Member

To SWLEP Board

Re Junction 16 and Wichelstowe Infrastructure from Charmian Spickernell, CPRE Group Committee Member.

Question 1

In the case of Junction 16, will members please consider, from a common sense point of view, whether it is in the public interest to spend so much time and money without asking if a project can be made to work and whether it makes sense to relieve one bottle-neck only to create another one immediately adjacent or whether a better solution should be found?

It may be noted that:

- a) Transwilt trains go from Trowbridge to Swindon every two hours. Passenger usage increased from 18,000pa in 2013 to 183,400 in 2014. A new road in the station area in Wootton Bassett already facilitates the re-opening of the station.
- b) The response to my letter of 1 February to the Chairman said SWLEP is confident that all the issues have been dealt with adequately by the approving authorities. However, the planning permission was minded to be granted in 2004 and finally had permission in 2007 but many of the problems have come to light since that date.

Response

The Junction 16 scheme has been through the same comprehensive review and selection process as all the other schemes put forward for funding. It was agreed that this scheme should be funded by the SWLEP due to the very significant benefits it will provide. As with all SWLEP schemes, the final approval of the funding is subject to approval of the Full Business Case. The Junction 16 scheme is a condition of the Wichelstowe development, and has been agreed by all three highway authorities.

Question 2

In the case of Wichelstowe Infrastructure can it be asked whether a scheme that makes local traffic take longer journeys and go through a motorway junction is really better than a scheme with shorter local journeys that reduces the railway barrier between north and south Swindon and gives direct access to the town centre?

It may be noted that the work done recently by Peter Brett Associates

- a) does not mention these problems and
- b) does not appear to follow the Government guidelines (TAG Unit A2-2) re regeneration impacts as there is no mention of links to the town centre.

Response

The purpose of the Wichelstowe Western Access is to provide additional access across the M4 to the Wichelstowe housing development, together with associated connecting infrastructure. The strategic and economic case for this infrastructure has been considered and supported by the LEP. This assessment was supported by a detailed options analysis, based on Stage 1 of the DfT Transport Analysis Guidance (WebTag) process and this information can be viewed in full on the Wichelstowe website (www.wichelstowe.co.uk). Once the Wichelstowe Joint Venture is formed, it will review the report and any new information before taking the scheme forward.

Question 3

Has the work done by Peter Brett Associates been considered by Councillors in Swindon Borough Council?

Response

Yes

Question 4

The letter from the chairman of 10 February states that flood risk has been reassessed in detail in 2014. However, it is the flooding in December 2015 that has been a game changer according to the Inspector for the Chippenham Site Allocations. Why therefore, does it appear that there is no mention of flooding, the considerable costs of pumping and where to pump to in the analysis done by Peter Brett Associates?

Response

Please see response to question 2.

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Swindon and Wiltshire Local Enterprise Partnership Commissioning Group Update

1. Introduction

The Commissioning Group met on 3 March 2016 and considered the following items:

- Detailed Project Review of Porton Science Park
- Health & Life Science Report
- Independent Technical Advisor (ITA) Project Prioritisation update
- High Value Manufacturing (HVM) update
- Local Growth Fund projects delivery update
- Marketing and Communications Strategy

2. Detailed Project Review of Porton Science Park

RW presented the in-depth project review for Porton Science Park. The key points from the presentation are as follows:

- Wiltshire Council is the developer and will procure for Phase 1
- Grant agreements are being worked on by Legal Teams and it is hoped they will be ready before the March 2016 Board Meeting
- Dstl retains ownership of the land and Wiltshire Council has 250 year lease at peppercorn rent
- ESIF usually seeks excellent for BREEAM standard, but this is difficult for Porton Science Park owing to the remote location and limited transport links. In this instance “very good” is acceptable.
- Surveys have been carried out to ascertain the make up of the ground
- Fencing will be erected as part of Dstl’s security requirements
- Aiming for a Minister to be on site mid-May, but if Purdah kicks in, the press opportunity may be “ceremonial”
- Infrastructure is on track, specialist support for incubator will need to be procured
- Porton Biopharma is a spin off from Public Health England (PHE), with PHE owning the Intellectual Property (IP) for Erwinase® cancer treatment and anthrax vaccine.
- The project delivery dates are challenging, but achievable
- Half the space is for incubator companies and half for grow-on space
- SWLEP, AHSNs and Medilink have been working together to produce an overarching strategy for the area

3. Health & Life Science Report

All parties (SWLEP, Wessex and West of England AHSNs and Medilink South West) have been involved in the development of the paper for an inward investment strategy across the whole of the SWLEP area. The Unique Selling Point (USP) for this cluster is the military aspect of the area. Salisbury and Porton are strong with pockets of strength and growth elsewhere in the region. The North of the SWLEP area falls within the Oxford Life Science Cluster. Oxford,

along with Swindon, is one of the Fast Growth Cities. This could also be used as a hook for the area. The Porton Task Group receives Government support.

The cost for providing an investment prospectus could be spec'd up to £10,000. More than that and the proposal would have to be taken back to the Board for approval.

4. ITA Project Prioritisation update

Ian Durston was thanked for the good piece of work. In conversations with Jonathan Eddy of BIS it seems optimistic to expect £80m at the next round of LGF, as some of the funds have already been allocated to Devolution. We have been told to “couch expectations”. Some suggested amendments to the papers were as follows :

- to quote within the paper that some of the schemes have moved from Category X to Category Y; and
- to show on Appendix B the DfT Retained Schemes within Transport

Discussion took place on keeping the Item within Part 2 of the Board Meeting. The process can be demonstrated as being transparent and robust, but confidentiality of individual schemes should be maintained at this stage of discussion. A paper on the process for “Lessons Learnt” is to be produced in the near future.

5. HVM Update

A first draft of the HVM Ecosystem was reviewed by the Group. It was at an early stage of development. A further version would then be available for a future Secretariat Meeting, which could then be submitted into the proposed Business Support Subgroup. This would also be linked into the Case Study of the lifecycle of a local business which had received assistance.

A proposal for the Advanced Materials and Waste Resource Hub has been received from Bath University, which is keen to locate within the M4 corridor. HVM Core Group Meetings and meetings with Bath University are ongoing.

The Commissioning Group decided that HVM should be taken forward to the Board Meeting in May to allow further development of the concepts.

With Graham Dean standing down from the Board in March 2016, the Members need to be mindful that a Board Sponsor for HVM needs to be appointed.

6. Local Growth Fund projects delivery update

Highlight reports were presented by both Unitary Authorities on projects due to commence in 2015/16 and 2016/17 and beyond. The Commissioning Group noted the schemes' progress and the summary reports are attached as Appendix 1.

7. Marketing and Communications Strategy

Results from the Marketing and Communications Strategy discussions by the Commissioning Group were as follows :

- Agreement for the publication of the Strategic Economic Plan to be awarded to RE-D
- Authorisation for the immediate expenditure of up to £10,000 for the provision of interim marketing and communications support
- Agreement for the provision of a Board paper to request the appointment of a Communications Officer at an annual cost of up to £40,000 to be managed by SWLEP Director

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2015/16 Programme Summary




Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes	Action	Resp.	Date
LGF/1516/001/LTB350	LTB A350 Improvements	WC	G	G	Construction substantially complete. PR being arranged.			
LGF/1516/002/A429	A429 Malmesbury	WC	G	G	Completion end February 2016. PR being arranged.			
LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	AR	AR	Concerns over cost envelope and concept design deliverability.	Carry out early feasibility work	Project Team	Preliminary Design Complete July 2016
LGF/1516/003/EV (iia)	New Eastern Villages -Greenbridge Roundabout (Package 1)	SBC	AG	AG	Increased costs due to soil contamination issues – work underway to manage within budget. Construction start in March 16	Review costs and budget.	Project Team	April 2016
LGF/1516/003/EV (iib)	New Eastern Villages -West of A419 (Package 2)	SBC	G	G	Preliminary design due Dec 2018.			
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross	SBC	AR	AR	Uncertainty over design solution at this stage. Modelling completion slipped from March to May 16.	Carry out A420 corridor study modelling.	Project Team	May 2016
LGF/1516/003/EV (iv) (DfT Retained)	New Eastern Villages Southern Connector Road	SBC	AG	AG	Design completion slipped from February 16 to July 16. Overall timescales remain same.	Complete preliminary design	Project Team	July 2016
LGF/1516/003/EV (v) (DfT Retained)	New Eastern Villages White Hart Junction	SBC	AR	AR	Design completion slipped from Feb 16 to June 16.	Confirm preferred option.	Project Team	Jun 2016
LGF/1516/003/EV (vi) (DfT Retained)	New Eastern Villages Business Case	SBC	AG	AG	Options Appraisal Report (OAR) and Appraisal Specifications Report (ASR) complete – require approval	Approve Options Appraisal Report	Project Team	March 2016
LGF/1516/004/PSP	Porton Science Park	WC	G	G	Work on site to begin in April			

LGF/1516/005/LSTF	LSTF Swindon	SBC	AG	AG	16. Various schemes now underway. Southern Flyer works commenced.			
LGF/1516/006/CD	Higher Futures	SWLEP Core Team	AG	AG	Team in place. Focus on military, HEI and employer engagement. Decision on logo delaying marketing campaign. Output numbers in process of being revised.	Review output numbers	Project Team	April 2016

Projects highlighted in yellow where notable changes since last report.

Key	Red	Amber Red	Amber Green	Green
	R	AR	AG	G

Direction Key

-  Project status expected to remain same going forward
-  Project status expected to improve going forward
-  Project status expected to get worse going forward

Milestone Key

BLUE – complete, **GREEN** - on track, **Amber** - at risk, **Red** – will be late/late.


Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/001/LTB350	LTB A350	Helen Powdrill	Wiltshire Council	G	G	➔

What does our path look like? (Gantt Chart)	Are we on track? (Issues)																								
<table border="1" style="width: 100%;"> <thead> <tr> <th>Milestone</th> <th>Estimated Date</th> </tr> </thead> <tbody> <tr><td>Outline Business Case (OBC) complete</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Start detailed design</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>OBC approval</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Stakeholder consultation complete</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Complete detailed design</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Full Business Case (FBC) submission</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>FBC approval</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Contractor appointed</td><td style="background-color: #0070C0; color: white;">Completed</td></tr> <tr><td>Construction start</td><td style="background-color: #0070C0; color: white;">July 2015</td></tr> <tr><td>Construction complete</td><td>February 2016</td></tr> <tr><td>Opening date</td><td>February 2016</td></tr> </tbody> </table>	Milestone	Estimated Date	Outline Business Case (OBC) complete	Completed	Start detailed design	Completed	OBC approval	Completed	Stakeholder consultation complete	Completed	Complete detailed design	Completed	Full Business Case (FBC) submission	Completed	FBC approval	Completed	Contractor appointed	Completed	Construction start	July 2015	Construction complete	February 2016	Opening date	February 2016	<p><i>List any issues/risks using time/cost/quality prompts. Ongoing or new. Mark as Red (R), RedAmber (RA), AmberGreen (AG) or Green (G).</i></p> <p>G – Delivery mechanism: Construction ahead of programme.</p>
Milestone	Estimated Date																								
Outline Business Case (OBC) complete	Completed																								
Start detailed design	Completed																								
OBC approval	Completed																								
Stakeholder consultation complete	Completed																								
Complete detailed design	Completed																								
Full Business Case (FBC) submission	Completed																								
FBC approval	Completed																								
Contractor appointed	Completed																								
Construction start	July 2015																								
Construction complete	February 2016																								
Opening date	February 2016																								

What are we spending?									
£Ms	2015/2016				2016/2017				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Profile (LGF)	0.369	0.534	0.534	0.229	0.002	0.001	0	0	1.670
Actual	0.268	0.515	1.435	0.415					2.634

What have we done this quarter (Progress)	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> We are currently ahead of the original programme by approximately 4 weeks with construction progressing well and nearing final completion. Substantial completion expected week commencing 15th February 2016 	<ul style="list-style-type: none"> Undertake final works inspection Negotiate and agree final account. Undertake Stage 3 road safety audit Commence 3 monthly site monitoring regime

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
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LGF/1516/002/A429	A429 Improvements, Malmesbury	Luke Arnold (ISG)	Dyson / Wiltshire Council	G	G	
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What does our path look like? (Milestones)	Are we on track? (Issues/Risks)
Completion end of February 2016.	<p>A – Cost: There have been a number of changes in the period relating to additional carriageway works and verge adjustments due to level issues & soft spots etc.</p> <p>R – We have commenced the final surfacing works to Crudwell Road and weather permitting these works will be completed by 07/02/16. This will leave only the final snagging works to Tetbury Hill and Crudwell Road.</p>

What are we spending?


£Ms	2015/2016				2016/2017				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Profile (LGF)	0	0.503	0.460	0.226	0.211	0	0	0	1.4
Actual	TBA								TBA

What have we done this month (Progress)	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> Continued the works for Crudwell Road junction Completed the work for the Tetbury Hill Puffin Crossing 	<ul style="list-style-type: none"> Continue to deliver project along with conditions within our control Monitor spend Begin to submit advice for works completed


Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
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LGF/1516/003/EV(i)	New Eastern Villages Great Stall Bridge	Peter Morgan	Swindon Borough Council	AR	AR	
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What does our path look like? (Milestones)			Are we on track? (Issues/Risks)	
Milestone	Baseline	Forecast/Actual	<p>AR – Finance Concerns over cost envelope given exclusions in programme entry costs, feasibility work under way to confirm viability.</p> <p>AR – Design – Investigation of options for specification public transport/pedestrian/cycle or open to all traffic.</p>	
Preliminary design completed	July 2016	July 2016		
Planning application granted (SoS call in/Public Enquiry)	August 2017	August 2017		
Detailed design/ tender preparation	August 2018	August 2018		
Tender issue	August 2019	August 2019		
Construction commence	January 2021	January 2021		
Construction complete	January 2021	January 2021		
Construction complete	May 2022	May 2022		
What are we spending?				
£Ms	2017/18	2018/19	2019/20	Total
Profile (LGF)	0.500	3.500	3.600	7.600
Actual	-	-	-	0.000
What have we done this month?		What do we need to do in the next 2 months (Actions)		
<ul style="list-style-type: none"> Viability of scheme has been reviewed and current design fits within the site constraints. EA have confirmed that the river can be re-routed. 		<ul style="list-style-type: none"> Waiting for traffic modelling to be completed. 		


Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(ia)	New Eastern Villages Greenbridge Roundabout	Peter Morgan	Swindon Borough Council	AG	AG	

What does our path look like? (Milestones)					Are we on track? (Issues/Risks)				
Milestone	Baseline	Forecast/Actual			<p>AG – Risks</p> <ul style="list-style-type: none"> Increased costs due to contaminated materials on site – work underway to meet cost within existing budget. Service diversions are not completed by the start of the main works. Continued risk of programme overrun, Programme Board and Project Team monitoring issues. 				
Design completed	25 September 2015	September 15							
Tender issued	December 2015	08 December 15							
Tender returns	Feb 2016	02 Feb 2016							
Start on site	March 2016	March 2016							
Complete on site	November 2016	November 2016							
What are we spending?									
	2015/2016				2016/2017				Total
£Ms	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Profile(LGF)					1.315	0.685	-	-	2.000
Actual	0.000	0.050	0.095	0.196	-	-	-	-	0.341
What have we done this month?					What do we need to do in the next 2 months (Actions)				
<ul style="list-style-type: none"> Service diversion works started in February Tenders have been returned and preferred contractor has been identified Trees have been removed from site before bird season starts Design has been approved by SBC Drainage survey has been undertaken 					<ul style="list-style-type: none"> Award tender Complete service diversions before main works commence. Public information event to be held 18th & 21st March 2016 Working with the successful contractor to ensure start on site in late March/Beginning of April 2016. 				

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(iib)	New Eastern Villages Mitigation West of A419 Package 2	Peter Morgan	Swindon Borough Council	G	G	

What does our path look like? (Milestones)			Are we on track? (Issues / Risks)				
Milestone	Baseline	Forecast / Actual	<p>G - PROGRAMME – Work completed on programme, resources now dedicated to other NEV schemes. Pre-lim design 2018.</p>				
Initial site surveys	November 2015	November 2015					
Preliminary design	December 2018	December 2018					
Detailed Design/tender documents	November 2019	November 2019					
Complete on site	March 2021	March 2021					
What are we spending?							
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Total
£Ms							
Profile(LGF)	0.000	0.000	0.000	0.000	0.500	1.500	2.000
Actual	-	-	-	-	-	-	0.000
What have we done this month?				What do we need to do in the next 2 months (Actions)			
<ul style="list-style-type: none"> Official handover from Highways to NEV team complete. 				<ul style="list-style-type: none"> Client milestones to be included in overall programme. 			


Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
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LGF/1516/003/EV(iii)	New Eastern Villages A420 Gablecross & Police Station	Robert Sweetnam	Swindon Borough Council	AR	AR	
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What does our path look like? (Milestones)			Are we on track? (Issues/Risks)							
Milestone	Baseline	Forecast/Actual	<p>AR – Programme –Modelling for A420 is pending following further detailed assessment for primary & secondary route network, due to current planning applications. Work will be completed Spring 2016. Change control to be submitted.</p> <p>AR – Design – Corridor Study will identify options, and confirm design solutions.</p> <p>AR – Costs – Uncertainty of cost. Feasibility modelling should provide clarity.</p>							
Feasibility modelling	December 2015	May 2016								
Preliminary design	June 2016	August 2016								
Approvals to proceed to tender	July 2016	September 2016								
Detailed design	April 2017	June 2017								
Contract award	August 2017	October 2017								
Construction commence	September 2017	November 2017								
Construction complete	August 2018	October 2018								
What are we spending?										
	2015/2016				2016/2017				2017/18	Total
£Ms	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Profile (LGF)					0.025	0.075	0.075	0.1	2.225	2.500
Actual	-	-	-	0.006	-	-	-	-	-	0.006
What have we done this month?					What do we need to do in the next 2 months (Actions)					
<ul style="list-style-type: none"> Modelling – Corridor study progressing in partnership with Oxfordshire County Council and Vale of White Horse 					<ul style="list-style-type: none"> Continue corridor study Early engagement with key stakeholders on revised NEV masterplan 					

	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
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Project Ref						
LGF/1516/003/EV(iv)	New Eastern Villages Southern Connector Road	Tom Campbell	Swindon Borough Council	AG	AG	

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)
Milestone	Baseline	Forecast/Actual	
Preliminary survey work	January 2016	February 2016	<p>AG – Programme – Construction has slipped 6 months to allow 6 months for design (assuming use of a Design & Build contract).</p> <p>AG – Preliminary Design – Completion of preliminary design will complete in July 2016 to allow time to incorporate survey information and stakeholder feedback.</p> <p>AG – Finance - Latest cost estimates will be reviewed by client team following preliminary design.</p> <p>AG – Preliminary Surveys – It has not been possible to obtain landowners consent for some preliminary surveys. Impact of incomplete survey data being assessed.</p>
Preliminary design completed	February 2016	July 2016	
Public consultation	May 2016	March 2016	
Protected Species surveys	August 2016	August 2016	
Planning application submission	September 2016	September 2016	
Planning application granted	April 2017	April 2017	
Land acquisition (CPO) begin	August 2017	April 2017	
Land acquisition (CPO) complete (SoS call in/Public Inquiry)	April 2019	April 2019	
Developed design/ tender prep'n	May 2018	May 2018	
Tender issue	April 2019	July 2018	
Final confirmation DfT funding	October 2019	January 2019	
Contractor detailed design	October 2019	October 2019	
Construction commence	April 2020	April 2020	
Construction complete	October 2019	October 2019	
	April 2021	April 2021	


What are we spending?			
£Ms	2019/20	2020/21	Total
Profile (LGF)	5.800	5.800	11.600
Actual	-	-	0.000

What have we done this month?	What do we need to do in the next 2 months (Actions)
<ul style="list-style-type: none"> Undertaken scoping and pricing with CH2M Complete topographical surveys on accessible land Tender further ecological surveys 	<ul style="list-style-type: none"> Commission Planning Application preparation and consultation Progress design and planning documents Review Feasibility Study and begin process of


- updating design.
- Undertake ecological surveys.
- Chase remaining landowners for consent to survey.

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGf/1516/003/EV(v)	New Eastern Villages White Hart Junction	Peter Morgan	Swindon Borough Council	AR	AR	

What does our path look like? (Milestones)			Are we on track? (Issues/Risks)		
Milestone	Baseline	Forecast/Actual	<p>AR – Finance – cost estimates and site constraints being reviewed by client team.</p> <p>G - Programme – on track, further detail to be incorporated when contracts agreed with consultants</p> <p>AR – Design- slippage incurred, change control in process.</p>		
Preliminary design stage 1	February 2015	February 2015			
Preliminary design stage 2	December 2015	June 2016			
Planning application granted	February 2017	February 2017			
Land acquisition (CPO)	June 2017	June 2017			
(SoS call in/Public Enquiry)	February 2018	February 2018			
Detailed design/ tender preparation	June 2018	June 2018			
Tender issue	January 2019	January 2019			
Construction commence	January 2019	January 2019			
Construction complete	January 2021	January 2021			
What are we spending?					
£Ms	2015/16	2016/17	2017/18	2018/19	Total
Profile (LGF)	0	1.000	11.000	10.500	22.5
Actual	-	-	-	-	0
What have we done this month?			What do we need to do in the next 2 months (Actions)		
<ul style="list-style-type: none"> Formal hand over meeting from Highways to the NEV team. Finance and Transport Manager have reviewed the two schemes in terms of cost benefit and will be reporting to Programme Board on 15th Feb. 			<ul style="list-style-type: none"> Programme board to confirm preferred option following client team review Complete feasibility drainage design. Assess CPO requirements. 		

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/003/EV(vi)	New Eastern Villages Business Case	Laura Jones	Swindon Borough Council	AG	AG	

What does our path look like? (Milestones)				Are we on track? (Issues/Risks)		
Milestone	Baseline	Forecast/Actual		<p>AG – Governance – Meeting set up with DfT on 25th February 2016- report in outcomes in next reporting cycle.</p> <p>AG- Budget – on track (pending commencement of drawdown mechanism)</p>		
Management and Commercial case workshops complete	Sept 2015	Sept 2015				
Options Appraisal Report (OAR) complete	December 2015	March 2016				
Appraisal Specification (ASR) report complete	December 2015	March 2016				
Submission to DfT of reports for agreement of next stage	December 2015	March 2016				
Completion of Full Business Case	April 2018	April 2018				
What are we spending?						
	2015/2016				Total	
£Ms	Q1	Q2	Q3	Q4		
Profile(LGF)			0.005	0.069	0.074	
Actual			0.005	0.046	0.051	
Note: LGF funding will total £0.5m. Estimated spend profile (16-17 onwards) pending outcome of talks on Greenbridge Roundabout.						
What have we done this month? (Progress)			What do we need to do in the next 2 months (Actions)			
<ul style="list-style-type: none"> OAR, ASR, Management Commercial case, Strategic case reports are with SBC for final amendments before submission in March 2016. 			<ul style="list-style-type: none"> Confirm programme of meetings with DfT, HE (4-6 weeks frequency) and CMAG. 			

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/004/PSP	Porton Science Park	Richard Walters	Wiltshire Council	G	G	

What does our path look like? (Milestones)	Are we on track? (Risks/Issues)																														
<table border="1"> <thead> <tr> <th>Milestone</th> <th>Estimated Date</th> </tr> </thead> <tbody> <tr> <td>Submission of ESIF outline application</td> <td>Completed</td> </tr> <tr> <td>Publication of Prior Information Notice in OJEU</td> <td>Completed</td> </tr> <tr> <td>BREEAM design review - planning</td> <td>Completed</td> </tr> <tr> <td>Invitation from the Managing Authority to submit a full application</td> <td>September 2015</td> </tr> <tr> <td>Commence review of planning permissions/pre-app</td> <td>Completed planning permission granted November 2015</td> </tr> <tr> <td>Submission of planning application for BREEAM scheme</td> <td>End September 2015 (13 weeks)</td> </tr> <tr> <td>Submit ESIF full application</td> <td>Completed</td> </tr> <tr> <td>Confirmation of agreement to fund – In Principle</td> <td>Completed – December 2015</td> </tr> <tr> <td>Prequalification questionnaire (PQQ) issued to potential contractors</td> <td>Completed – December 2015</td> </tr> <tr> <td>Funding Agreement Signed</td> <td>February 2016</td> </tr> <tr> <td>Award contract through OJEU</td> <td>February 2016</td> </tr> <tr> <td>Start on site</td> <td>February 2016</td> </tr> <tr> <td>Commence full marketing (soft marketing already on-going)</td> <td>April 2016</td> </tr> <tr> <td>Completion of incubation and innovation centre</td> <td>May 2017</td> </tr> </tbody> </table>	Milestone	Estimated Date	Submission of ESIF outline application	Completed	Publication of Prior Information Notice in OJEU	Completed	BREEAM design review - planning	Completed	Invitation from the Managing Authority to submit a full application	September 2015	Commence review of planning permissions/pre-app	Completed planning permission granted November 2015	Submission of planning application for BREEAM scheme	End September 2015 (13 weeks)	Submit ESIF full application	Completed	Confirmation of agreement to fund – In Principle	Completed – December 2015	Prequalification questionnaire (PQQ) issued to potential contractors	Completed – December 2015	Funding Agreement Signed	February 2016	Award contract through OJEU	February 2016	Start on site	February 2016	Commence full marketing (soft marketing already on-going)	April 2016	Completion of incubation and innovation centre	May 2017	<p>G – Agreements: Head lease agreed between Wiltshire Council and Dstl.</p> <p>G – Planning: Updated reserved matters planning application approved 17 September 2015. BREEAM very good minor material amendment application submitted 30 September 2015 approved 26 November 2015.</p> <p>G – Appointments: Appointed consultants to prepare additional reports for BREEAM credits (ecology, air quality, acoustics and zero carbon technology)</p> <p>G – Funding: Received confirmation of funding in principle from DCLG. Discharge of pre-funding agreement conditions for ERDF sent to DCLG. Awaiting confirmation / feedback.</p>
Milestone	Estimated Date																														
Submission of ESIF outline application	Completed																														
Publication of Prior Information Notice in OJEU	Completed																														
BREEAM design review - planning	Completed																														
Invitation from the Managing Authority to submit a full application	September 2015																														
Commence review of planning permissions/pre-app	Completed planning permission granted November 2015																														
Submission of planning application for BREEAM scheme	End September 2015 (13 weeks)																														
Submit ESIF full application	Completed																														
Confirmation of agreement to fund – In Principle	Completed – December 2015																														
Prequalification questionnaire (PQQ) issued to potential contractors	Completed – December 2015																														
Funding Agreement Signed	February 2016																														
Award contract through OJEU	February 2016																														
Start on site	February 2016																														
Commence full marketing (soft marketing already on-going)	April 2016																														
Completion of incubation and innovation centre	May 2017																														
What are we spending?																															


£Ms	2015/2016				2016/2017				2017/18	Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Profile (LGF)					0.667	1.244	1.289	0.667	0.133	4.0
Actual	0.180	0.023	0.151	0.003						0.357

What have we done this month (Progress)

- Received funding in principle letter from DCLG and submitted discharge of pre-funding agreement conditions
- Submitted planning application and obtained approval for design amendments to satisfy BREEAM requirements.
- Lease agreed with Dstl ready for signing
- Carried out initial impact assessment for Monitoring and Evaluation
- Appointed architect to prepare plans for reserved matters application for the remainder of the site to be submitted to the LPA by mid - December
- Appointed consultations to prepare additional reports for BREEAM
- Issued OJEU notice for contractor – PQQ responses received and ITT issued
- Licence and arrangements Initial site preparations and security fence installation underway

What do we need to do in the next 2 months (Actions)

- Finalise occupational terms for incubation space.
- Formally agree the grassland management of the site.
- Agree licence with Dstl for site access to commence security fence
- Appoint contractor to supply and install security fence.
- Finalise Funding Agreement with DCLG and discharge post-agreement conditions
- Receive and review ITT responses, selecting successful contractor.
- On receipt of ESIF funding agreement and as outcome of OJEU procurement process, appoint main contractor
- On receipt of ESIF funding agreement – sign lease agreement with Dstl

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/005/LSTF	LSTF	James Jackson	Swindon Borough Council	AG	AG	

What does our path look like? (Milestones)			Are we on track? (Risks/Issues)
Milestone – Schools and Colleges	Estimated Date	Forecast/Actual	<p>AG – Programme delivery schedule – A crossing in North Star has been tendered but we are still awaiting confirmation of delivery date.</p> <p>AR North Star -A crossing in North Star has been tendered but we are still awaiting confirmation of delivery date.</p> <p>G – Other schools – completed other than 2 minor projects scheduled for Easter</p> <p>AG – Wichelstowe – On course but no time float for slippage</p> <p>AR – Priority neighbourhoods - programmed for late Feb so no time constrained and at risk of slippage</p> <p>G – Resourcing – The Southern Flyer Routes are being undertaken on site and no significant issue have been identified. Additional elements such as CCTV are being progressed.</p> <p>AG – Funding – Funding draw down required no process currently in place.</p> <p>AG – Risks – Priority Neighbourhood schemes are to be delivered in the last month any snow or unforeseen issue could delay delivery.</p>
Define Grant scheme	complete		
Review feasibility of proposed schemes	June 2015	June 2015	
Award grant scheme funding	June 2015	Jun – Dec 2015	
Procurement for delivery of schemes	July 2015	November	
Delivery of grant and capital schemes	March 2016	March 2016	
Milestone – Wichelstowe Cycle Route			
Identification of possible route	complete		
Outline costs and agree budgets for scheme detail	complete		
Finalise scheme	complete		
Procurement for delivery of scheme elements	August 2015	August – December	
Delivery of capital schemes	March 2016		
Milestone - Priority neighbourhoods			
Defined scheme detail	Complete	May 2015	
Finalise scheme	Complete	June 2015	
Procurement	July 2015	July – December 2015	
Delivery of capital scheme	March 2016	March 2016	

What are we spending?


£Ms	2015/2016				2016/2017				2017/18	Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
LGF Capital Profile	0.016	0.120	0.071	1.043			0.52	0.73	1.25	3.75
Actual	0.016	0.120	0.071	0.130						0.337

What have we done this month (Progress)

- Scoping – Finalise scheme detail.
- Programme Southern Flyer – Works commenced
- Governance – Project Board took place and report sent out for 25th Feb.
- Procurement started for County Ground Scheme.
- Grant schemes concluded. Additional schemes identified and awarded.

What do we need to do in the next 2 months (Actions)

- Budget – Confirm claims process
- Finalise budgets and make appropriate journals.
- Report to DfT on spend for revenue element and produce monitoring report with detail on Legacy of the project.
- Staffing level to reduce following revenue funding ending in March.
- Confirm 2016/17 programme of works

Project Ref	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/006/CD	Swindon & Wiltshire Higher Futures (formerly City Deal)	Mandy Timbrell	LEP Partnership – SBC/WC	AG	AG	

What does our path look like? (Milestones)			Are we on track? (Issues)
Activity	Target Completion Date	Current Forecast Date	
Governance and reporting			<p>G – Cost: Spend is in line with profile (a more detailed budget plan is in development).</p> <p>A – Time: Time scales for the revised plan remain Green/Amber.</p> <p>A – Delivery: Largely on track based on revised Implementation Plan and progress being made towards implementation with the exception of branding and military engagement</p> <p>Further issues/risks</p> <ul style="list-style-type: none"> • Delay in agreeing Branding is impacting on launch and website. Interim arrangement to add HF information to existing LEP website. • Employer Engagement process has proved to be time consuming and slow to get employers to commit. Approach being reviewed and with team in place, focused and targeted approach to using team and wider resources. Maximise success stories from Financial Services during launch. • HEIs are all keen to work with the HF team and some concern about all HEIs getting an opportunity to work with employers. An open and transparent approach to how the team will work with providers moving forward needs to be in place and is planned.
Review and update the implementation plan	31 Dec 2015	Complete	
Convene Sub Group	Jan 2016	Complete	
February Sub Group planned via telecom	Feb 2016		
Produce progress report for SWLEP Board Meeting January 2015	6 Jan 2016	Complete	
Team Recruitment			
Complete first recruitment round	Nov 2015	Complete	
Complete second recruitment round	Feb 2016		
Team roles in place, working locations agreed and induction	Dec 2015 – March 2016		
Marketing/Communications			
Branding Developed and agreed	Jan 2016	23 rd Feb 2016	
Tribe Marketing Plan agreed	Jan 2016	Complete	
Finalise interim employer collateral	Jan 2016	Complete	
Develop Learner & employer collateral	March 2016		
Launch activity	March –Sept 2016		
Launch website goes live	Feb 2016	TBC	
Business Engagement			
Develop Business Engagement Strategy	Feb 2016		
Financial Services Course starts	Jan 2016	Complete	
Visit and agree Pathfinder employers and complete TNA	Feb 2016	April 2016	
Pathfinder employers sign MOU	Jan 2016	April 2016	
Phase 1 co-production meetings	Feb – April 2016		

Engage phase 2 employers	Feb - June 2016		<ul style="list-style-type: none"> Work to review the outputs and funding model is in train and requires continued focus to complete. Meeting between TESSR, the MOD and HF team took place on 18th February. This highlighted the following risks: The 7,000 military leavers figure was seen as unobtainable and a more realistic but still challenging target of 600 was proposed instead. The MOD have re-contracted with the CTP and now mandate all service leavers go through CTP in the first instance to spend their ELC. Veterans – from the 1st April service leavers will only have 5 years to use their ELC (reduced from 10 years)
Military Engagement			
Develop ways of working /MOU with CTP	March 2016	TBC	
Review and finalise Learner Engagement Strategy	March 2016		
Identify first cohort of military leavers	May 2016	TBC	
Deliver courses	May – Aug 2016	TBC	
First courses for military Leavers	Sept 2016	TBC	
Pathfinder Learning Providers			
Meet to confirm roles and phase 1 activity	Dec 2015	Complete	
Preparation for phase 1 activity	Feb 2016	Complete	
Phase 1 co-production meetings	Feb-April 2016		
Development of the HF Offer	April 2016		
Business Processes			
Confirm budget for 15/16	Dec 2015	Complete	
Confirm budget for 16/17	Feb 2016		
Confirm outputs profile, income and budget	March 2016		
Data and admin systems in place	April 2016		

What are we spending? (Total Project)

£Ms	2015/2016				2016/2017				2017/2018				2018/2019				2019/2020				2020/21	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Profile	0.180	0.100																				
Actual	0.184	0.103																				

What have we done this quarter (Progress)

- Implementation Plan and risk register has been reviewed and updated.

What do we need to do in the next 2 months (Actions)

- Finalise second round of recruitment.
- Finalise brand and final collateral.

- First Subgroup meeting has taken place and Terms of Reference and Membership agreed.
- Board paper prepared for January 2016 and board updated.
- Team induction for 5 staff is currently taking place. Further member of staff due to start in May and recruitment for final post will be completed in February.
- Marketing Plan has been completed by Tribe and the launch plan for activity March –September is in development.
- Branding has been developed and Subgroup made a decision re preferred brand. Board has been briefed on the recommendation but no agreement to date.
- Pathfinder employer visits have been completed and further appointments offered/scheduled.
- All Pathfinder Learning Providers have been visited and their commitment to HF confirmed.
- 20Degrees have been commissioned to support the brokerage development. HEIs have been briefed.
- A structured questionnaire has been developed to identify employer skills needs and support ‘matching’ with HEIs.
- Financial Services course started January 2016.
- Preparation work for a meeting with TESSR/MOU on 18th February to agree future joint working and next steps.
- Feedback on the draft MOUs has been collated from HEIs and employers.
- Review of outputs and financial profiling is in train.
- Admin systems to support the team have been developed.
- Research on data systems to support work of team is in train.

- Finalise launch plan and commence launch activity.
- Review plans for launch of website.
- Follow up with Pathfinder employers to confirm those to be involved in Phase 1 brokerage.
- Finalise the employer engagement strategy and continue engaging with employers to promote HF, understand their higher level skills needs and test out the brokerage model.
- Agree ways of working with MOD and CTP to ensure clear referral pathways for military leavers
- Engage with veteran associations and charities to identify demand for offer with the audience.
- Develop relationship with recruit for spouses and agree way forward
- Review the Learner Engagement Strategy and implement.
- Finalise the MOU with HEIs and agree ways of working with the HF team.
- Develop the HF skills offer.
- Finalise the MOU with the SFA and develop the approach to integrating Higher Apprenticeships as part of the programme’s HE offer.
- Carry out the Phase 1 brokerage between the Pathfinder employers and HEIs.
- Complete the review of outputs and financial profiling and renegotiate outputs and scope with BIS.
- Agree and commission a fit for purpose data system.

2016/17+ Programme								
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes	Action	Resp.	Date
LGF/1617/001/A350	A350 Dualling Bypass	WC	AG	AG	OBC delayed from Jan16 to March 16.	Produce OBC	Project Team	Mar 2016
LGF/1617/002/WI (DfT Retained)	Wichelstowe Infrastructure	SBC	G	G	DfT Retained Scheme. Development of OBC commencing in 2016.			
LGF/1617/003/SRT	Swindon Rapid Transit	SBC	G	G	Working on Route 1 Options Assessment Report. Meeting with ITA on business case scope required.			
LGF/1617/004/CSH (DfT Retained)	Chippenham Station Hub	WC	AR	AR	Options Appraisal Report completion slipped due to delays in tendering process.	Develop Options Appraisal report	Project Team	June 2016
LGF/1617/005/LTB15	LTB M4 Junction 15	SBC	AG	AG	Programme has been reviewed to reflect Highways England Growth and Housing Fund announcement. If funding awarded, £8.7m estimated scheme costs will be made up of 50/50 split between central govt. and local sources, ie, s106 - this will release LGF budget back into SWLEP.	Complete G&HF Stage increased local contribution.	Project Team	March 2016
LGF/1617/006/LTB16	LTB M4 Junction 16	SBC	AR	AR	Design being finalised.	Start site works	Project	March

					Tender process underway. Work on site due to start in March 16.	(scrub clearance)	Team	2016
LGF/1617/007/DC	Mansion House (Corsham)	WC	AG	AG	Project Manager in place. Architect and project team being appointed. Work on design brief progressing.			
LGF/1617/008/SBX	Swindon Bus Exchange	SBC	AG	AG	CPO has been awarded in favour of SBC.			
LGF/1617/009/YWA	A350 Yarnbrook/ West Ashton Relief Rd	WC	AG	AR	Ecology issues need to be considered and addressed through the planning application. Will have an impact on programme timescales. Change control to be submitted.	Submit change control .	Project Team	March 2016
LGF/16/17/010/J17	M4 J17 Capacity Improvement	WC	AR	AR	Discussions ongoing with HE – will have an impact on programme/funding requirements (bring forward). Will resubmit for approval post OBC production.	Develop OBC to address programme and funding questions.	Project Team	TBA

Projects highlighted in yellow where notable changes since last report.

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Swindon and Wiltshire Local Enterprise Partnership

Joint Strategic Economic Committee

28 April 2016

Strategic Housing Market Assessment and Functional Economic Market Area Update

1. Purpose

- 1.1 To provide an update on progress with the Joint Strategic Housing Market Assessment (SHMA) and Functional Economic Market Assessment (FEMA) for Wiltshire and Swindon.

2. Background

- 2.1 Progress on the Joint SHMA and FEMA and joint working arrangements was reported to the Joint Strategic Economic Committee (JSEC) in February 2016.

3. Project Progress

- 3.1 The consultants undertaking the SHMA and FEMA work, Opinion Research Services and Hardisty Jones Associates respectively, have provided their initial findings regarding the emerging geographical extent of the Housing Market Areas (HMAs) and Functional Economic Market Areas across the Wiltshire and Swindon area. This has been presented to members of the Joint Working Group.

Housing Market Areas

- 3.2 Following established Planning Practice Guidance (PPG) and using a variety of data, including 2011 Census commuting and migration data, and Valuation Office Agency Rental Market information, an initial set of emerging HMAs have been devised. However, consideration needs to be given as to how the HMAs within the Wiltshire and Swindon area should be defined given the relationships with other local authority areas.
- 3.3 There are inevitably overlaps between adjoining local authority areas when defining HMAs for the Swindon and Wiltshire area, particularly given the proximity of settlements close to its boundaries e.g. Bath, Frome and Andover. The principle of how HMAs should be defined has therefore been discussed with duty to cooperate stakeholders through the meeting on 21 January and the Joint Working Group.
- 3.4 As a result, it is proposed that the HMAs covering the Swindon and Wiltshire area should be 'snapped' to within the Swindon and Wiltshire boundary, which is also the extent of the Swindon and Wiltshire Local Enterprise Partnership (LEP). This ensures that a practical and pragmatic approach is taken to the definition of the HMAs, ensuring that Local Plans for the Wiltshire and Swindon area as well as in adjoining local authorities can progress in a timely manner. Both authorities will continue to carry out their duty to cooperate with adjacent authorities in accordance with the Planning Practice Guidance (PPG):
The duty to cooperate seeks to ensure that local planning authorities lead strategic planning effectively through their Local Plans, addressing social, environmental and

economic issues that can only be addressed effectively by working with other local planning authorities beyond their own administrative boundaries. For example, housing market and travel to work areas, river catchments and ecological networks may represent a more effective basis on which to plan for housing, transport, infrastructure, flood risk management, climate change mitigation and adaptation, and biodiversity. The aim is to encourage positive, partnership working on issues that go beyond a single local planning authority's area.

(Paragraph: 009 Reference ID: 9-009-20140306)

Functional Economic Market Areas

3.5 In determining FEMAs, the guidance given in PPG states:

The geography of commercial property markets should be thought of in terms of the requirements of the market in terms of the location of premises, and the spatial factors used in analysing demand and supply - often referred to as the functional economic market area.

(Paragraph: 013 Reference ID: 2a-013-20140306)

3.6 It goes on to recognise that patterns of economic activity vary from place to place and as such, there is no standard approach to defining a functional economic market area. However, it is possible to define them taking account factors including:

- Extent of any Local Enterprise Partnership within the area;
- Travel to work areas;
- Housing market areas;
- Flow of goods, services and information within the local economy;
- Service markets for consumers;
- Administrative areas;
- Catchment areas for facilities providing cultural and social well-being;
- Transport network

3.7 The nature of FEMAs is such that the economic links are generally wider than those for HMAs and more difficult to clearly define due to the overlapping nature of economic areas. The initial findings suggest there are three FEMAs for the Wiltshire and Swindon area, which are broadly consistent with the three economic zones of the Strategic Economic Plan. This is not surprising given the functional relationships including transport linkages that exist within Wiltshire and Swindon.

4. Next Stages

4.1 The HMAs and FEMAs will form the geographical basis for determining the Objectively Assessed Need (OAN) for housing and forecasting of economic need respectively in the Swindon and Wiltshire area.

4.2 The next Joint Working Group will consider the extent of the emerging HMAs in the area and the relationship of these with the emerging FEMA boundaries together with the approach to defining the OAN and economic needs, which will include a range of forecasts.

4.3 The current focus of stakeholder involvement has been with the duty to cooperate bodies and through the structured and 1-2-1 interviews as reported to the previous Committee. This is consistent with the PPG which states that:

Local communities, partner organisations, Local Enterprise Partnerships, businesses and business representative organisations, universities and higher education establishments, house builders (including those specialising in older people's housing), parish and town councils, designated neighbourhood forums preparing neighbourhood plans and housing associations should be involved from the earliest stages of plan preparation, which includes the preparation of the evidence base in relation to development needs.

(Paragraph: 007 Reference ID: 2a-007-20150320)

- 4.4 The next steps in terms of engagement will be for a further workshop with the duty to cooperate stakeholders on the approach to defining OAN for housing and employment following the meeting of the Joint Working Group; before wider engagement takes place.
- 4.5 Officers are also proposing to approach the Planning Advisory Service and the Planning Inspectorate to request support and advice regarding joint strategic planning and examination process. The outcomes of this will inform the discussion for the Joint Working Group and JSEC over the appropriate strategic plan-making route for Swindon and Wiltshire once the SHMA and FEMA processes are complete. Swindon Borough and Wiltshire Councils will then need to update their respective Local Development Schemes.

5. Recommendation

To:

Note the content of the report and progress being made on the Strategic Housing Market Assessment and Functional Economic Market Assessment.

Alistair Cunningham

Associate Director for Economic Development and Planning
Wiltshire Council

Richard Bell

Head of Planning, Regulatory Services & Heritage,
Swindon Borough Council

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Swindon and Wiltshire Local Enterprise Partnership - Project Prioritisation

1. Introduction

The JSEC has requested the following actions be carried out with regards to the Project Pipeline prioritisation process:

1. That UA Officers (Programme Managers) carry out a due diligence review of the data resulting from the ITA assessment presented in this paper to ensure that any further strategic factors have been accounted for
2. That officers advise on LGF Round 3 timescales and requirements when known.
3. That given the Government's position regarding the Ultrafast Broadband project, that JSEC to ask the LEP to develop the proposals further.

2. Due Diligence Review

A due diligence review has been carried out by Programme Managers and other key officers from within Swindon Borough Council and Wiltshire Council in order to take into account strategic factors that are relevant with regards to the prioritisation of projects. In addition, scheme promoters have been given the opportunity to respond to points raised by ITAs when assessing their projects in order that any additional information could be taken into account by the ITAs. The results of all of this work was presented to the SWLEP Board at the Board Meeting on 16 March 2016.

3. LGF Round 3 Timescales and Requirements

Central Government has communicated that the following three funding streams are available:

- £475 million for **Local Transport Majors**. This will enable investment in larger transport projects than was previously possible and will be made available to LEPs to bid for alongside new Growth Deals. This fits with the separation we have made in our project prioritisation between DfT retained schemes and LGF projects.
- £2 billion **long term housing loan funding** for the investment in infrastructure needed to support major housing developments. Developers will be invited to submit bids to the HCA. Government expects strong local engagement and would encourage all LEPs to be involved.
- The remaining money will be for a further round of **Growth Deals**. This will be made up of contributions from BIS, DCLG and DfT. Within it, skills capital funding has been extended beyond 2016/17 through to 2020/21, reflecting the Government's support for the FE estate after Area Reviews have concluded. The Local Sustainable Transport

Fund has also been brought into the flexible element of the Fund. The other proposals leave about £2bn for these potential projects.

Letters have recently been received from Greg Clark regarding the £2bn of Growth Deal money and Robert Goodwill regarding the £475m for Local Transport Majors. No communication has been received on the £2bn long term housing loan fund, though discussions have been held with local HCA personnel to gain further understanding of this funding stream.

Submissions for the Growth Deal and Local Transport Majors streams are required to be submitted by 21 July 2016. Timescales for the Housing Loan Fund are not clear at the time of writing.

Requirements included in the letters for each of the funding streams are:

Growth Deal

- Propose a specific figure
- Show strong collaboration between your partnership and the local area
- Demonstrate stronger, reformed governance structures (including alignment with mayoral Combined Authorities)
- Demonstrate greater level of private sector investment
- Projects must engage with the Government's key objectives
- Delivery of existing Growth Deals important to support confidence will deliver value for money

Large Transport Majors

- Transport projects over £36m (Figure specifically for Swindon and Wiltshire -TBC)
- For business case development and / or construction work
- Cross LEP schemes welcomed

Housing Loan Fund

- Submissions by private sector developers
- To fund infrastructure investments to support housing developments
- Developments can be from large scale down to self build

Copies of the letters for the Growth Deal and Large Transport Projects are attached as appendices to this report.

The pipeline of projects are now being re-assessed against these criteria by the SWLEP Delivery Performance Team (DPT) in order to develop a list of proposals for projects to be submitted against each funding stream.

4. Ultrafast Broadband

The Ultrafast Broadband proposal has been developed to include geographies across the whole of the SWLEP area and is one of the projects identified to be taken forward in the above process.

Ian Durston, SWLEP Programme Manager



Department for Communities and Local Government

Barry Dennington
Chair
Swindon and Wiltshire LEP
Wiltshire Council Offices
Chippenham
SN15 1ER

Dear Barry,

The Rt Hon Greg Clark MP
*Secretary of State for Communities
and Local Government*

Department for Communities and Local Government

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12 April 2016

Competing for Growth – Further Growth Deals

Across the country, Local Enterprise Partnerships have used the existing Growth Deals to build stronger local economies. Every new job created as a result of a Growth Deal makes someone's life better: there's little more important work than this.

I am delighted, therefore, to invite proposals for the **next round of Growth Deals**.

We are looking for even more ambition in this round: the competition is open to every LEP, but no area is entitled to a particular share of funding. We'll make the awards on the basis of the merits of the cases you make, in light of the criteria I outline below. The stronger your proposal, the greater your chance of success - it's that simple.

Here are the criteria we will use in our review:

- You should explain how new funding will help to increase growth in your area, over and above the impact of your existing Growth Deal. What barriers (in transport, skills, housing supply, for example) could be overcome by new investment? **Propose a specific figure** for funding, and describe the purpose to which it would be put. (The e-mail you received from Mike Wiltshire, the BIS Local Deputy Director for South Central and West, made clear the funding for which everyone is competing). As in previous rounds, I will look for you to provide details on what your proposals will deliver in terms of job creation, investment and housing, as well as what will be required to achieve this in terms of cost and capacity.
- **Strong collaboration between your partnership and the local area** must underpin your proposal. This work must be owned by both political and business leaders in your area.

- The need for **stronger, reformed governance structures** implies that proposals that are aligned with mayoral Combined Authorities (or proposed Combined Authorities) will have an advantage. You would do well to outline the positive role your partnership is taking in strengthening local governance.
- As your Partnership will be more engaged with local business now than was the case in 2014, your proposal should include a **greater level of private sector investment** than in previous rounds, as well as match funding from other bodies such as universities. My expectation is that LEPs will have SME representation on their Board and I would like to see a proposition on how you will implement this in your proposal.
- Your strategy should **engage with government's key objectives within the wider local context** (such as plans for housing delivery and the area reviews into further education).
- And, of course, the **delivery of existing Growth Deals** will play a part in my consideration of proposals. We expect your proposals to set out the systems in place to ensure value for money and proper use of public money.

Your proposal will also be seen in the context of your bid, should you make one, for Local Transport Majors funding. Local Transport Majors funding allows several areas to fund transport projects beyond that which individual Local Enterprise Partnerships have previously delivered. Ministerial colleagues in the Department for Transport will write to you shortly to explain how that funding will be awarded.

Your new Growth Deal proposal should be submitted by summer recess, and my officials will contact you in due course regarding your challenge session. I intend to announce the winners of this competition around the time of this year's Autumn Statement. BIS Local teams are ready to support you in preparing your proposals — make good use of them.

To support this round of funding, I was pleased to announce continued core funding for LEPs into 2017-18, to enable you to plan for the future with confidence. We will provide further guidance on this in due course.

I hope you share my excitement about this new round of Growth Deals, and look forward to reading your proposals.



Rt Hon Greg Clark MP

CC. Paddy Bradley, Director Swindon and Wiltshire LEP



Department
for Transport

From the Minister of State
Robert Goodwill MP

Great Minster House
33 Horseferry Road
London SW1P 4DR

Tel: 0300 330 3000

E-Mail: robert.goodwill@dft.gsi.gov.uk

Web site: www.gov.uk/dft

Mr Barry Dennington
Chairman
Swindon and Wiltshire LEP
Email: c/o deborah.house@wiltshire.gov.uk

14 APR 2016

Dear Barry,

LARGE LOCAL MAJOR SCHEMES FUND

As you probably know, the Chancellor announced in the Budget that the Government is now inviting bids for schemes from the £475m Local Majors fund. We have already made awards of £151m for the Lowestoft Third Crossing and Ipswich Wet Dock schemes and I am now inviting bids for further schemes.

The aim of this is to provide funding for those exceptionally large, potentially transformative local schemes that are too big to be taken forward within regular local growth fund allocations and could not otherwise be funded. Bids can be for scheme development costs, or if a business case is already complete, for funding to prepare and construct a scheme.

Greg Clark, the Communities Secretary, announced details of a further round of Growth Deals at the LEP Network conference on 22 March, to allocate up to £1.8bn of flexible Local Growth Fund (LGF). Following this, I understand that he has written to LEPs, requesting proposals to be submitted by summer recess and outlining that allocations will be made by Government by the autumn.

The competitive process for the Large Majors fund will run to a similar timetable as the wider Growth Deals round with a deadline of **21 July 2016**. Although the large majors fund is a stand-alone element of the LGF, we hope that by running the competitions in parallel this will not only minimise the burden on LEPs but will enable you to provide a joined up narrative about your proposals for growth and the additional impact that a large major scheme could have.

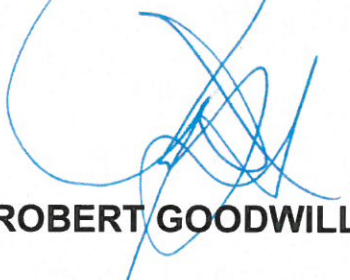
But we also want to offer a quicker opportunity for those LEPs with schemes that are already at an advanced stage of development and that wish to seek an award of development funding for 2016/17 when the first £10m of the

large major schemes fund is available. The advanced deadline for those submissions will be **31 May 2016**. We will aim to make decisions on those schemes by the summer recess.

DfT officials have already hosted some workshops on the fund and will provide you with a more detailed guidance note with criteria and bidding instructions.

There is likely to be strong competition for funding so it is vital that LEPs prioritise schemes carefully against the criteria and put forward only those with a strong case for consideration. Although there is no formal maximum I would not expect to receive more than one or two bids from a single LEP. I look forward to seeing some exciting scheme proposals that will have a lasting impact on the economic life of the country.

Yours sincerely



ROBERT GOODWILL

SWLEP £2m Ultrafast Broadband Match Funding Bid Update

1. Overview

The aim of the bid is for Wiltshire Online to formally secure £2m match funding from the SWLEP, utilising the Local Growth Fund mechanism, to support Ultrafast (>100 Mbps) broadband connectivity roll out to targeted business areas in the county, to include some postcode areas of Swindon, within an eligible and agreed State Aid compliant intervention area.

On 16 February 2016 BDUK formally wrote to Wiltshire Council (Wiltshire Online) as follows:

“I am pleased to say that your application for £2 million from the Fund has been successful, on the expectation that this will be matched with £2 million of local funding. We understand your local match funding is not yet approved by the Local Enterprise Partnership and we would therefore encourage you to do all you can to gain approval quickly. As we have discussed, we would be happy for your project to include premises within the Swindon Borough Council boundary.”

Subsequently, Wiltshire Council (Carolyn Godfrey) replied to BDUK on 24 March 2016, with a “Letter of Intent,” stating that:

“any match funding we manage to secure with the Swindon & Wiltshire Local Enterprise Partnership, would be turned back into the Ultrafast project in full (the match funding will include some Swindon postcode areas).”

2. Strategy

As the scheme promoter, Wiltshire Online will carry out the necessary data analysis to identify eligible intervention postcodes across both areas, giving specific priority to delivering Ultrafast broadband speeds of 100 Mbps and above and will work with Broadband Delivery UK (BDUK – Department for Culture, Media & Sport (DCMS)) to determine the most effective way of delivering this outcome. BDUK will also provide the necessary assurance through the National Competency Centre (NCC), to ensure all activities are State Aid compliant, in line with the new guidance expected from the EU Commission circa May 2016.

The key objectives of the project are summarised as follows:

- Priority 1 – A State Aid compliant Ultrafast Broadband solution to circa 1,252 businesses identified within our mutual strategic business growth areas, currently shown as “No Build” within our approved Phase 2 Superfast Broadband Intervention area and in line with our mutual SWLEP Economy & Regeneration policies and aspirations, at a cost of £2m (£2m / circa 1,252 premises = £1,597 per premise). These costs are broadly in line with the Wiltshire Online current Superfast Broadband contract “premise cap”. (See [Note](#) Below.)

- Priority 2 - If we cannot technically achieve 100Mb Ultrafast postcode coverage, we will re-model the State Aid compliant intervention areas, clearly demonstrating a significant “step change” in speeds, utilising a combination of both Ultrafast & NGA technologies. (Eg Current speed 40Mbps – Target speed 80Mbps – 100% targeted speed uplift).
- An Open Market Review (OMR) and Public Consultation Process (PC) will precede any formal procurement activity, in line with European State Aid compliance.

Note – Any agreed match funding from the SWLEP would clearly mean that the “premises covered” figure of circa 1,252 above, would be significantly increased to circa 2,500 premises, and that there may be some additional benefits realised with the economies of scale, in the deployment modelling. The above costs in Priority 1 are based purely on the coverage achievable with the £2m BDUK Grant Fund ONLY.

3. Independent Technical Assessment

Working with Matthew Croston (Strategic Economic Programme Manager), Wiltshire Online prepared and submitted an Early Assessment Selection Template (EAST), for independent assessment by Cushman Wakefield.

Following the submission on the 18 December 2015, “Cushman Wakefield” (Ben Pretty) ITA summary narrative was as follows:

“In summary, this appears to be a reasonable scheme at this stage with a strong strategic case for LEP investment support, based on a review of the information provided and my discussion with Adrian Grant at the Council. There is a risk around securing the BDUK grant to deliver the scheme but the LGF is required as match to potentially unlock this funding and timing is key. The Council has also already secured significant investment from BDUK previously and so has a track record in doing so. The other main risk (aside from State Aid/procurement risks which are mitigated to some extent based on the promoter’s experience) relate to the business/end user demand for the ultrafast broadband infrastructure and further evidence to support take-up/demand projections needs to be provided at the next stage as part of a more comprehensive assessment of the economic case which at present has not been quantified. At the OBC stage, the economic case needs to focus on the likely net additional productivity/GVA enhancements to enable a BCR/VFM benchmark to be derived. It has the potential to present a strong economic case assuming the reference case does not result in elements of the scheme being delivered in the absence of the LGF funding, with evidence to support these assumptions (ie to demonstrate the market won’t deliver the scheme or that the Council will not provide the local BDUK match).”

As per the decision taken at the SWLEP Board meeting on 20 January 2016, Wiltshire Online, as the scheme promoter, was invited to and subsequently submitted, a further written clarification response to the ITA, on 12 February 2016.

Following a second round of assessments by the appointed Independent Technical Advisors, and a strategic review of projects by SWLEP officers, the SWLEP Board met on 16 March 2016 to review all projects. At that meeting, the BDUK £10m South West Fund Ultrafast Bid project was identified as a strong project and was deemed to be in a position to potentially be asked to provide an Outline Business Case and to potentially be put forward for funding, subject to any constraints stipulated by Central Government and the amount of funding available.

4. Proposed Funding Timeline for Local Growth Fund (LGF 3)

At the moment, information from Central Government on the process going forward is limited. At the LEP Conference on 22 March 2016, Greg Clark MP, the Secretary of State for DCLG, did say that the department will be writing to LEPs in the near future to provide more clarity on these matters. Once this information has been received and considered, the SWLEP will write again to confirm the process and, at this time confirm whether or not an Outline Business Case will be requested for the BDUK £10m South West Fund Ultrafast Bid project. Greg Clark did say that proposals would be required to be submitted by July of this year, before the Parliamentary summer recess, as a high level timescale.

5. HM Treasury Green Book Business Case

Wiltshire Online has recently started the process of drafting a Green Book OBC, should this become a prerequisite for the next stage of submissions.

6. Terms of Reference

“Terms of Reference” have yet to be established and agreed between the Swindon and Wiltshire authorities.

Adrian Grant
19 April 2016

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Swindon and Wiltshire LEP – JSEC – ESIF Paper – for 28 April 2016

<p>Purpose:</p> <p>To update the Swindon & Wiltshire LEP Joint Strategic Economic Committee on progress of the European Structural and Investment funds 2014-2020 programme</p>
<p>Recommendation:</p> <p>That JSEC notes given all factors, progress to date has been reasonable and that spend and performance profiles are on target to meet the 2018 Performance Review.</p>
<p>Summary:</p> <ul style="list-style-type: none"> • Generally there is reasonable progress to implement the ESIF Strategy though this varies between the three funds, and especially within ERDF. • Work is ongoing, to develop the right investment framework for businesses for Low Carbon whilst there is constant policy review to determine other calls for projects. • The rural local growth programme is still delayed and will not begin until September 2016

A. General progress & Programme developments

ESIF Strategy Refresh

1. The ESIF strategy “refresh” has been submitted to the national Growth Programme Board for ratification in June 2016.
2. In March, the Rural Payments Agency (RPA), the Managing Authority for EAFRD (rural development programme) wrote to SWLEP asking for a re-profile of plans for calls for investments, whilst confirming the financial allocation of £3.9m. The rural local growth programme will be managed centrally by the RPA, though calls will be determined locally. It is anticipated that the RPA will carry out an annual reconciliation of the sterling value of the allocation, and will use a different rate and method to calculate the value than other Managing Authorities will use for ESF or ERDF. Some monies will be placed in reserve for this purpose.

Committee update

3. There are three new ESIF sub-Committee members. They are:
 - Tim Ward Voluntary & Community Sector
 - John Mortimer Business development
 - Paddy Bradley SWLEP / Business
4. Following departures of a number of Committee members there are still 3 vacancies, each for lead representation on Equalities; Employees; and Education, skills & employment. The Chairman, Committee members and Secretariat will invite new members to the Committee.
5. Work to be undertaken by SWLEP in relation to its Assurance Framework will include the ESIF sub-Committee’s governance arrangements.

B. Progress on local implementation

6. It is now possible to provide some data on performance. Table 1 shows a high level summary of performance. The Performance Framework targets are for total expenditure – counting all

ESIF and levered match funds at 2018 and again at 2023. Meeting these targets allows the local programme to draw down the full notional allocations stated.

7. ERDF is generally on track to meet the Performance Framework targets. All figures are provisional and are based upon presumption that current commitments become certified spend by the end of 2018. However, figures hide differences in performance within the programme.
8. ESF is also more on track to meet the Performance Framework targets for total spend. However, as services contracted by Skills Funding Agency are limited in duration to March 2018, there is risk of underspend, though not likely to affect achieving the target.
9. For both funds, there are also output targets for 2018, though none appear overly stretching. Progress on these and other targets will be reported as projects begin activity. In general terms the proposed outputs closely track investments and applicants are planning to deliver sufficient quantities to achieve targets.
10. We are yet to make any project calls under the EAFRD - rural growth programme. The RPA has not issued performance targets as the programme will be managed centrally by the RPA.

Table 1

Structure Fund	Notional Allocation of ESIF*1	Allocated to calls (ERDF) / tenders (ESF)	Committed to projects (ERDF) Tenders open / closed (ESF)	ESIF spend by projects	Remaining ESIF funds (not yet allocated)	Progress towards Performance framework spend target for 2018*2
ERDF	£16,951,235	£6,214,548	£5,714,548	£0	£10,736,687	75%
ESF	£16,924,011	£12,194,618	£5,999,389	£0	£4,729,393	390%
EAFRD	£3,900,000	£0	£0	£0	£3,900,000	No target

*1 Based on January 2016 exchange rate

*2 Based on projection of calls & commitments. Actual target achieved is certified spend by projects

ERDF – European Regional Development Fund

11. Whilst overall progress of ERDF appears satisfactory, there are different rates of progress between the programme priorities-

- Priority 1 (research & development) – 60% funds committed to calls – developing pipeline
- Priority 3 (SME competitiveness) – 46% funds committed to calls – pipeline under review
- Priority 4 (Low Carbon-energy) – 0% funds committed to calls – developmental stages

12. *Projects – Advised by ESIF sub-Committee to go forward for funding*

- a) Export to Growth – A regionally delivered project by BusinessWest / UKTI will provide intensive support to 81 local businesses proposal investing £600,000 ERDF over 3 years.
- b) Porton Science Incubator - A capital-build project by Wiltshire Council to create high-spec workspace at Porton Science Park, investing £3m ERDF alongside Growth Deal monies.
- c) Local Manufacturing Advisory Programme – A regionally delivered project by SWMAS will provide intensive support to 74 local manufacturing businesses over the next 3 years.

- d) Innovate2Succeed – A locally delivered project from BusinessWest / Enterprise Europe Network will provide 150 key sector and higher growth potential SMEs with effective approach to R&D and innovation for growth over the next 3 years.

13. *Proposals – Advised by ESIF sub-Committee to go forward to full application*

- a) SME Growth – A single proposal led by Wiltshire Council to deliver the Swindon & Wiltshire Growth Hub deploying £1.2m ERDF over 3 years. Outline proposal indicated over 400 SMEs would receive support with 240 jobs created. A full application will be invited and an appraisal should be seen by the ESIF sub-Committee in July 2016.
- b) Health & life sciences support – Two applications were received in response to this call for a [project to deliver services](#) dedicated to health and life science sector SMEs with focus on driving success of Porton Science Incubator. Both applications had merits, but the sub-Committee felt that neither would fully realise the opportunity. *At time of writing*, SWLEP leadership is working with the applicants towards a single partnership to make a full application. Value will be £0.5m ERDF for a 3 year project.

14. *Calls developments*

- a) Work continues to set priorities to specify calls for energy related projects under ERDF Priority 4 (Low Carbon). This includes an event at Swindon Civic Offices on 4th May 2016 where invited delegates will discuss priorities, provide feedback on their relevance. The event will be used to gauge likelihood of deliverable and impactful projects so that initial calls can begin in July 2016.
- b) In March, the sub-Committee received a paper from local partners on current developments for innovation ecosystem, research facilities and infrastructure that can support local sector and technology specialisations and drive research and innovation-driven business growth.

ESF – European Social Fund

15. Overall progress for ESF appears satisfactory, with all three opt-in-organisations active in selection and procurement of projects and services that deliver employment and skills support. Programme progress per priority -

- Priority 1.1 (Access to employment for job seekers and inactive people) – 90% allocated
- Priority 1.2 (Labour market integration of young people) – 71% allocated
- Priority 1.4 (Active inclusion and participation) – 91% allocated
- Priority 2.1 (Lifelong learning for all age groups) – 56% allocated

16. *Projects and Services*

- a) The Skills Funding Agency (SFA) has concluded its procurement of the skills coaching service for young people services under priority ESF 1.2 and has awarded a contract to LearnDirect. The services will target under-25s not in employment or training for work-based skills to help them take-up employment opportunities in the local area. The project will deploy around £1m to support over 500 individuals until March 2018.

17. *Tenders and applications*

- a) The DWP has a tender open until 28 April 2016 for the [supporting employability](#) support for people experiencing some difficulty in labour market. Services for this £3m investment will begin in late 2016 and initially run for 3 years.
- b) In March 2016, the sub-Committee advised the Big Lottery Fund (BLF) on Community First's full proposal for its Building Bridges project to promote social inclusion. BLF will

invest £2m alongside £2m ESF to deliver a comprehensive range of support to over 1800 people most disadvantaged in the labour market through a diverse partnership led by Community First. Target groups are those with learning difficulties and disabilities, unemployed people over-50, vulnerable women, young people and workless households and families. The project will help participants encountering multiple barriers to employment.

- c) A £4m package for workforce skills services targeted to deliver higher and intermediate skills to workforces is scheduled by SFA to be tendered imminently.
- d) A £0.95m package to help older workers utilise skills and experience and to extend careers is scheduled by SFA to be tendered imminently.
- e) A £1.2m package to support efforts to raise aspirations of young adults in science, technical, engineering and mathematic (STEM) careers – by working with employers, education and training providers is scheduled by SFA to be tendered imminently. Services must complement National Careers Service and local Careers & Enterprise company services by providing work-place skills, work experience, traineeships and apprenticeships.

18. Developments

- a) Following changes to the Adult Skills Budget, the SFA co-funded services must end in March 2018. This creates two pressures on programme progress. Firstly, the availability of match-funding from 2018 is uncertain; and secondly, due to short time available some services may not fully spend budgets. Local partners will continue to work on these issues in order that services can be continued or replaced with new services using recycled funds.
- b) Local partners will work with new providers of services as they commence to embed organisations within the various provider forum and networks that feed into the SWLEP and local authority Employment & Skills Boards to encourage an integrated and easy to navigate approach for participants, and to avoid duplication.

EAFRD – Rural Development programme

- 24. Calls are currently being held in abeyance by the RPA until September 2016. Local partners are working with the regional RPA to arrange for number of calls covering ESIF Strategy activity themes for rural tourism, the food and drinks sector and business innovations for natural capital which will invest £3.9m between 2017 and 2020.
- 25. Following the programme hiatus, local partners have had to review the proposed calls and there are some minor changes to the call amounts due to eligibility and other issues becoming clearer, and to conform to RPA programming policy. The Rural Economy Group and ESIF sub-Committee are being kept up to date with developments, and a communications plan to prepare rural businesses and organisations for the funding rounds is also in planning.

C. Programme progress chart

ESIF theme and funding	Local call theme / proposal	ESIF investment	Summary of outputs (where still at proposal)	Earliest project start date
SME Growth ERDF allocation - £4.8m	SME Growth Hub	£1.2m ERDF	<ul style="list-style-type: none"> • (432 SMEs supported) • (173 start-ups) • (240 jobs created) 	September 2016
	Export to Growth	£0.6m ERDF	<ul style="list-style-type: none"> • 81 SMEs supported • 65 jobs created 	August 2016
	Manufacturing advice	£0.41m ERDF	<ul style="list-style-type: none"> • 74 SMEs supported • 56 jobs created 	July 2016

Innovation and smart specialisation ERDF allocation - £6.7m	Porton Science incubator	£3m ERDF	<ul style="list-style-type: none"> • Workspace centre • Infrastructure project 	May 2016
	Innovation 2 Succeed	£0.5m ERDF	<ul style="list-style-type: none"> • 150 SMEs supported • Cooperation, research, products, processes 	June 2016
	Health & Life science SME cluster support	£0.5m ERDF	<ul style="list-style-type: none"> • <i>Proposals still under consideration</i> 	October 2016
Low Carbon ERDF allocation - £5.4m	<i>Priorities under development</i>	TBC ERDF	<i>Overall targets for 285 SMEs supported, CO2 reductions of 3506t and 1 MW additional renewable energy capacity</i>	TBC
Skills for growth ESF allocation £7.8m	Skills brokerage service	£4.4m	<ul style="list-style-type: none"> • 2222 participants • 900 SMEs supported 	September 2016
	Raising aspirations for STEM careers	£1.2 TBC	<ul style="list-style-type: none"> • 659 participants • 441 progress to employment, traineeship apprenticeship, etc 	October 2016
Skills for inclusion ESF allocation £9.1m	Skills coaching for young adults	£1m	<ul style="list-style-type: none"> • 500 participants • 124 into employment • 50 into education • 200 into apprenticeships 	April 2016 (LIVE)
	Utilising older workers skills	£0.95m	<ul style="list-style-type: none"> • 503 participants targeting over-50s 	September 2016
	Promoting social inclusion	£2m	<ul style="list-style-type: none"> • 1827 participants • 536 into employment 	June 2016
	DWP employability	£3m	<ul style="list-style-type: none"> • 1500 participants minimum 	October 2016
Rural development EAFRD - local growth allocation £3.9m	Rural Tourism Accommodation	£0.55m EAFRD	<ul style="list-style-type: none"> • TBC 	January 2017
	Tourism campaigns	£0.45m EAFRD	<ul style="list-style-type: none"> • TBC 	January 2017
	Natural Capital – tourism & heritage	£0.3m EAFRD	<ul style="list-style-type: none"> • TBC 	January 2017
	Food & drink manufacturer's	£1m EAFRD	<ul style="list-style-type: none"> • TBC 	January 2017
	Food & drink value and supply chain	£0.7m EAFRD	<ul style="list-style-type: none"> • TBC 	September 2017
	Natural Capital – Forestry, Biomass & Renewables	£0.4m EAFRD	<ul style="list-style-type: none"> • TBC 	September 2017
	Business Innovations for Natural Capital	£0.5m EAFRD	<ul style="list-style-type: none"> • TBC 	January 2017

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SWLEP Joint Scrutiny Task Group April 2016

Benchmarking LEP Board Recruitment, Retention and Succession Planning

1. Introduction

At its meeting in December 2015, the Joint Scrutiny Task Group requested a piece of research to compare the composition and recruitment of LEPs Boards which have similar geographical characteristics to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) area with a view to identifying examples of best practice in succession planning. This paper reports on its findings.

2. Benchmark LEPs

There are 39 LEPs in England; four of which have been identified as close matches to the SWLEP and a further four reasonable matches in terms of urban-rural mix (Table 1). The selection was based on looking at shire counties pre-1997 Local Government re-organisation and comparing them to the 2011 LEP geographies. LEPs were discounted as a suitable match if they were: distinct city-regions; had strong commuter links to London; included too many towns of significant size; too coastal; too rural or geographically remote; or whose economies were too different. These exclusions were applied on the basis that it was likely to influence the composition of their Board and the organisations represented on it. Maps of the selected LEP Benchmark Group showing the urban-rural split can be found in Appendix 1.

Table 1: LEP Benchmark Group

Good match	Reasonable match
GFirst LEP (Gloucestershire)	Cheshire and Warrington LEP
Northamptonshire LEP	Greater Cambridge and Peterborough LEP
Oxfordshire LEP	Leicester and Leicestershire LEP
Worcestershire LEP	New Anglia LEP
	York, North Yorkshire and East Riding LEP

3. Board Composition Key Findings

The composition of each Board was reviewed:

- There is a little variation in the size of LEP Boards and the majority have between 14 and 16 representatives. Some Boards include the Chief Executive of the LEP as a Board Member whilst others do not.
- The SWLEP Board has the largest percentage of non-public sector¹ representation at 79% of the Board. Those LEPs with the lowest proportion of non-public sector representatives were from areas where there are two-tier authorities. Three LEPs Boards had 53% of their members from the public sector (Appendix 2).
- Only three of the benchmark LEPs had a business representation organisation sitting on the Board. In Oxfordshire, Members of the Board are nominated by a range of organisations; the Chambers of Commerce, the Federation of Small Business (FSB)

¹ The public sector is defined as local authority plus education members. Military representation has not been included as public sector in this instance.

and the Institute of Directors (4 members in total). With the exception of the FSB which nominated their Chair, all of these nominees were business representatives. Greater Cambridge and Peterborough LEP had one representative from the Chamber of Commerce whilst the York, North Yorkshire and East Riding LEP had a representative from the Yorkshire Agricultural Society on the Board.

- All LEPs had University representation on the Board with the exception of Swindon and Wiltshire.
- Swindon and Wiltshire was the only LEP with Military representation.
- Gloucestershire and Oxfordshire LEPs both have an Ambassador Network. In Gloucestershire this represents 600 businesses which it can draw on to host visits, make presentations or act as advocates for their LEP. Oxfordshire has 8 'Network Navigators' who are not employed by the LEP but are who are specialists in their sector or field which act as ambassadors for their LEP.
- Worcestershire LEP has a separate Business Advisory Board with 18 business representatives on it (as well as five representatives from the private sector sitting on the main LEP Board) which are openly recruited on a three year term. The Business Advisory Board is used to advise, inform and influence the LEP Board and is also involved in its Policy Boards. The Business Advisory Board also includes representatives from the Federation of Small Business, Institute of Directors and the Chamber of Commerce.

4. Recruitment, Retention and Succession Planning

A survey was sent to the LEP Benchmark Group to identify how the Chair and Board members are recruited and to explore churn and succession planning. Four surveys were completed. The findings are anonymous as one LEP did not want to be identified.

4.1 The Board

All of LEPs which responded to the survey recruited their Board members through an open advert and interview process. Board tenure was for three years although could be extended for a second terms in some cases.

All of the LEPs staggered their Board tenures which will help to manage recruitment and churn. In addition, three of the LEPs undertake a review with Board Members within their 3 year tenure period.

The level of churn over the last 12 months was varied. Two LEPs had not experienced any churn at all, one with just 5% and the fourth at 25% all of which were regarded as acceptable. A very low level of churn however was identified by one LEP as possibly being too low and a refresh of the Board was being actively managed as a result. This compares to a 50% churn in Board Membership in Swindon and Wiltshire between May 2015 and March 2016², all of whom were from the private sector.

All LEPs actively managed their succession planning either through regular meetings between the CEO and Chair; under the oversight of an Appointment and Remuneration Committee with bi-annual meetings with individual Board Members; through a 6-12 month

² 3 Board members announced their intention to step down at the January 2016 Board meeting to take effect in March 2016 bringing the total to 7 plus an on-going vacancy.

notice period to manage recruitment, end of tenure and handover arrangements; or through the Board being 'managed' by the Executive Team which suggests close and regular co-working or meetings.

4.2 The Chair of the Board

Three of the respondents have a formal process for selecting the Chair and two do so through open recruitment whilst the remaining two select the Chair through nominations and a vote from the Board. None of the LEPs had experienced any difficulties in recruiting a Chair to the Board.

In line with Board Members, all Chairs have three year tenure which in some cases can be extended to a second term. As a result, two of the LEPs still have their original Chair in post. Half of the LEPs also undertake a review within the three year tenure period.

5. SWLEP Board Recruitment March 2016

There were four Board Member vacancies to fill in the latest round of recruitment; three were the result of Board Members stepping down at the January 2016 Board meeting; the fourth was a longer standing vacancy which was not filled in 2015. The following sector specialisms were particularly sought: Financial Services; Transport; and Housing.

SWLEP Board Members were sought through an open recruitment process; in previous recruitment rounds this has included placing an advert in the national press. In this latest round of recruitment an advert was not placed as it has not proved to be an effective means to secure applications and was not regarded as an effective use of public funding. The latest vacancies were promoted through the following media:

- Press release issued to the local press;
- Advert and recruitment pack posted on the SWLEP website;
- Use of twitter;
- Use of Linked-In networks; and
- Personal contacts of Board Members and Officers

Five candidates put themselves forward for consideration through this process and interviews took place on 4th March resulting in the appointment of three new Board Members. The interview panel comprised five Board Members including the Chair and Vice Chair, the Leader of Swindon Borough Council and the Cabinet Member for Economy, Skills, Strategic Property and Transport at Wiltshire Council acting as the representative for the Leader of Wiltshire Council.

6. Recommendations

The Joint Scrutiny Task Group is asked to note that:

- 1) The SWLEP Board representation is very much led by the private sector;
- 2) The SWLEP Board has a high level of churn which may be a reflection of having a high proportion of private sector representatives with external work pressures;
- 3) The SWLEP Board could consider the inclusion of a representative from Higher Education; Transport and/or Urban Regeneration Company to extend its scope as appropriate in the future;

- 4) A review could be built into the tenure period for Board Members and the Chair; and
- 5) A Business Board or Group could be established as an advisory body and to participate in Board Sub-Groups according to their sector or field of expertise in addition to a Board Member acting as Chair of each sub-group. This would spread the responsibilities of the current Board and potentially reduce churn.

Written by:

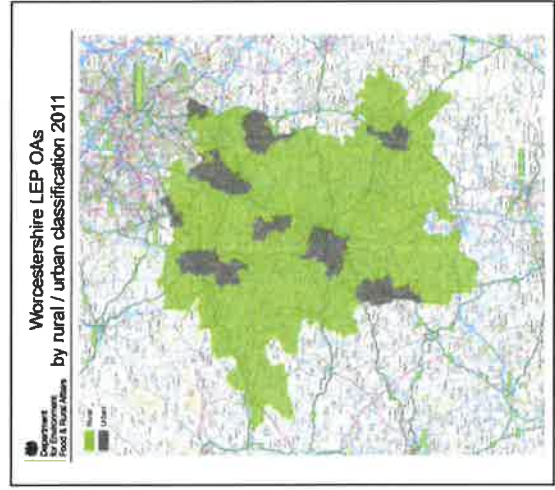
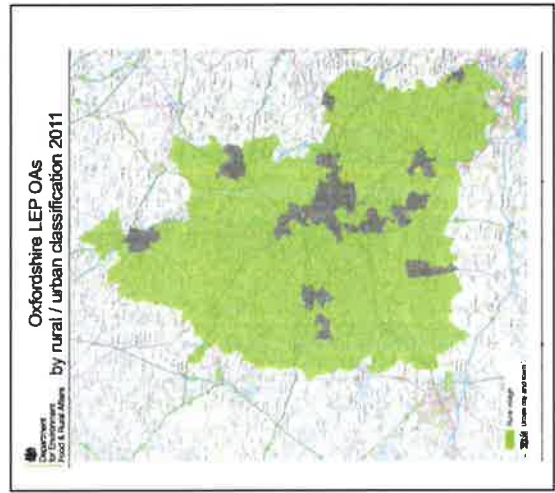
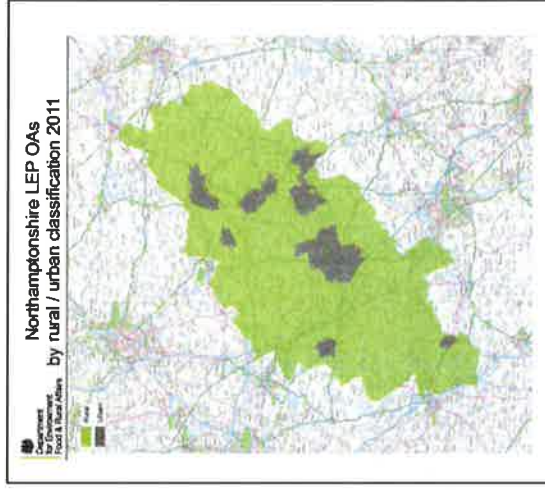
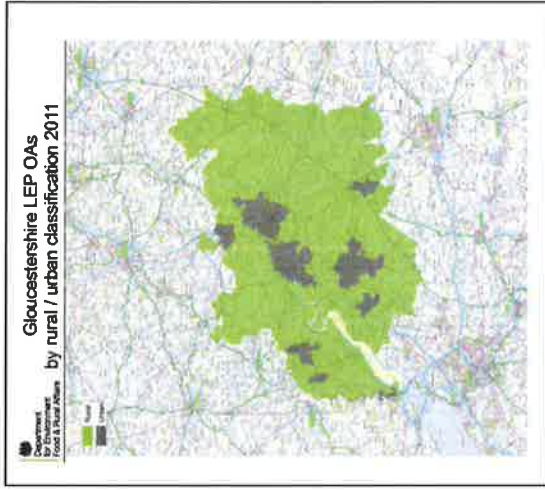
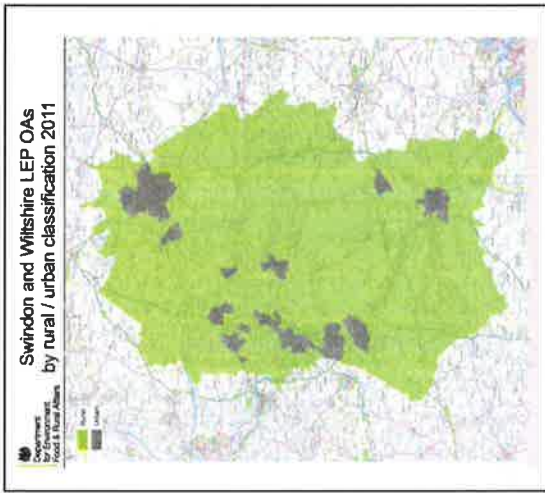
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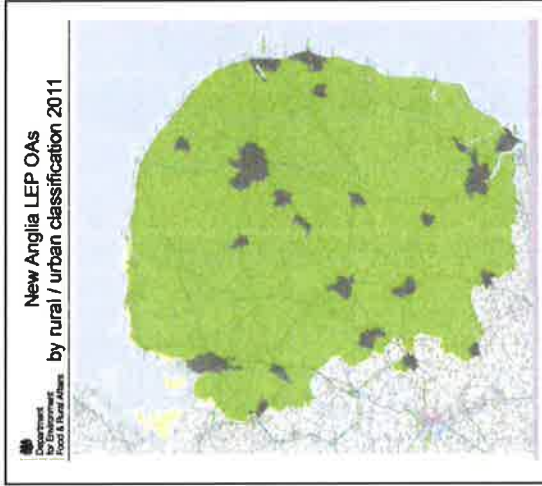
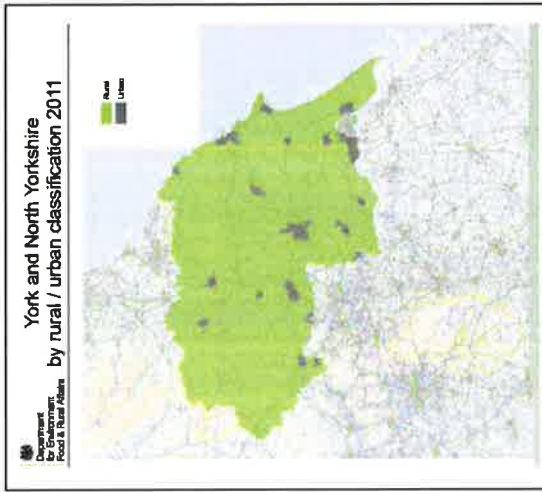
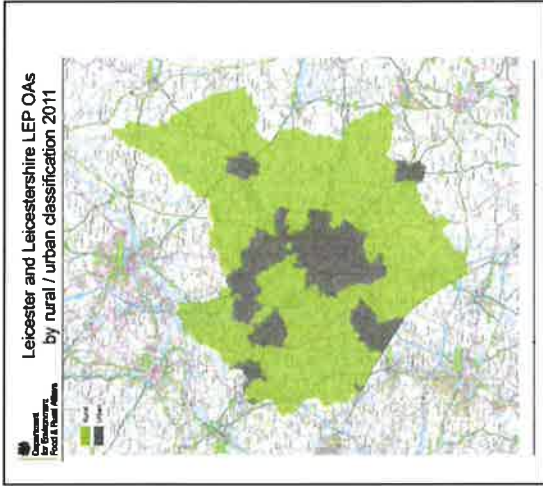
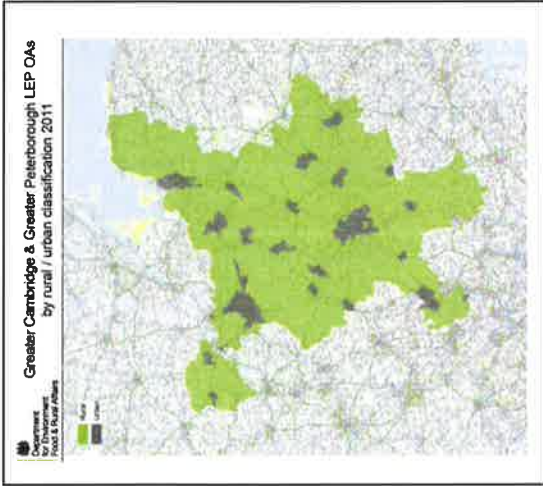
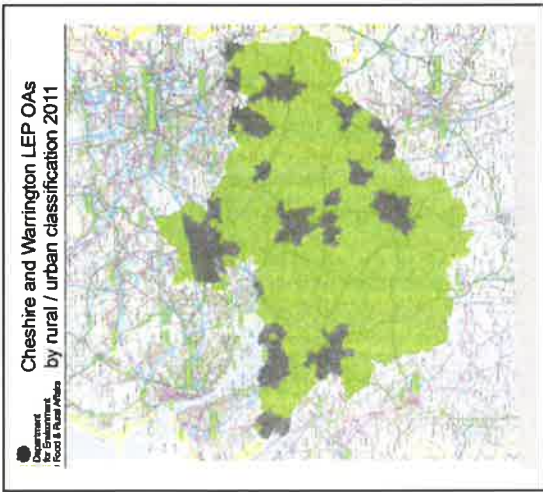
Programme Manager - Policy

Swindon and Wiltshire Local Enterprise Partnership

4th April 2016

Appendix 1: Rural-urban mix benchmark LEPs





Source:
<https://www.gov.uk/government/statistics/local-enterprise-partnership-lep-simple-rural-urban-maps>

Appendix 2: Board Composition January 2016

LEP	Size of Board	Private sector	Local Authority	Education	% Public sector ³	Business Representation	Other	Staff
Swindon and Wiltshire	14 + 2 advisers and 2 observers	8	2	1	21%	1 Country Land and Business Association	1 Military	3.7
LEPs with a close match								
Gloucestershire	12	7	2	2	33%	0	1 VCS	n.a.
Northamptonshire	19	12	3	2	26%	0	1 Urban Regeneration Company 1 Housing Association	17
Oxfordshire	17	7	6	3	53%	1 FSB	0	15
Worcestershire	11	6	3	2	45%	0	0	9
LEPs with a similar match								
Cheshire and Warrington	16	9	3	2	31%	0	1 Regeneration Board 1 Local Transport Body	8
Greater Cambridge and Peterborough	13 + 2 advisers & 1 observer	4	5	2	54%	1	1 Housing Association	17
Leicester and Leicestershire	15	9	4 (1 Mayor)	2	40%	0	0	19
New Anglia	15	7	6	2	53%	0	0	22
York, North Yorkshire and East Riding	15	5	6	2	53%	1 Yorkshire Agricultural Society	1 Promotional Body for York	16

³ Local authorities plus public education institutions such as universities or colleges.



**Board Member
Recruitment Pack
January 2016**

CONTENTS

1. The Swindon and Wiltshire Area
2. The Swindon and Wiltshire Local Enterprise Partnership
3. The role and responsibilities
4. Person specification
5. How to apply
6. Further information
7. SWLEP Board Member Application Form

1. THE SWINDON AND WILTSHIRE AREA

Swindon and Wiltshire has long been associated with innovation. Our location, our access to regional, national and international markets and our excellent quality of life have inspired people to think differently. Our ancestors invented the artillery shells that were adopted by the British Army and the mechanical plough that revolutionised agriculture. Brunel, one of the world's leading engineers, was responsible for significant local rail developments whilst Fox Talbot is remembered as the holder of a patent which affected the early development of commercial photography in Britain.

Nowadays though, our companies produce the world's most energy efficient semiconductors, the brake control systems that are used on the entire London Underground and the electro-catalysts for the fuel cell systems used in NASA's space programmes. They are responsible for handling 2% of global internet traffic and the UK's most secure cloud data storage centre, for controlling Europe's geostationary satellites, and for manufacturing the respiratory protection technology that is used by soldiers and fire-fighters. We are leading the way in establishing the UK Centre for digital society learning, research, development and enterprise.

Our association with the British Army, with global brands like Dyson, Honda, BMW, Johnson Matthey Fuel Cells, Danone, Intel, and with nationally significant companies like Nationwide, Zurich, the National Trust and the UK Space Agency provides us with a strong base to drive forward economic growth and prosperity by promoting and developing our region as the perfect location for businesses to thrive. As well as being home to the .Innovate UK and dstl, we have a diverse range of just over 25,000 Small and Medium sized businesses operating in the LEP area, the majority of whom employ less than 10 staff.

The number of companies applying for patents in Swindon and Wiltshire is almost three times the national average, and our businesses invest a higher proportion of turnover in innovation than the national average. In addition to these networks and clusters of cutting-edge companies, we are on our way to becoming the heart of the British Army. By 2020 we will be home to the largest number of troops in the UK, creating major economic opportunities.

With excellent transport links to international airports, ports and London the area is in a strong position in terms of infrastructure. The local economy benefits from the "M4 Corridor Effect" which is very attractive to businesses, and sits on the main strategic transport routes to the South West, South East and Wales.

Swindon and Wiltshire is simply a great environment in which to live and work. It is a great location with two World Heritage Sites, many areas of outstanding natural beauty and local attractions, including Stonehenge, Avebury, Lydiard Park and Longleat Safari Park.

2. THE SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) is a private sector led partnership between Swindon Borough Council, Wiltshire Council and local businesses. Our role is to set the over-arching priorities for the area and to undertake activities that will drive economic growth and job creation. Taking advantage of our unique local skills mix, our Board has 14 Members with private, public and military backgrounds.

Swindon and Wiltshire is a diverse area comprising the principal urban centres of Swindon, Chippenham, Trowbridge and Salisbury, highly attractive market towns, rural villages and picturesque countryside. It is home to 690,000 people of which around 415,000 are of working age.

Swindon and Wiltshire is strategically located in the South West with connections east to London and Reading, west to Bristol and Bath, north-east to Oxford, north-west to Gloucestershire and the Midlands, and south to Southampton and Portsmouth. It is a cost competitive location where house prices and prime commercial rents are lower than many parts of the Greater South East within reach of London.

The Swindon and Wiltshire Strategic Economic Plan (SEP) sets out a bold vision and a transformational economic growth programme for the SWLEP area. By 2026, we want to be recognised as one of the UK's leading hubs of innovation, home to even more world-class businesses and entrepreneurs, a digital infrastructure second to none, and a thriving network of Higher Education centres. We have identified three Economic Zones where we will focus our activity and investment: Swindon-M4; A350; and Salisbury-A303, supported by five strategic priority objectives: Skills and talent; Transport infrastructure; Digital connectivity; Place shaping; and Business development.

Our Plan builds on a considerable amount of work undertaken by the SWLEP, the two Unitary Authorities and other local stakeholders with whom we consulted to understand their needs. We developed a large body of evidence to understand the local opportunities and barriers to economic growth and as a result, secured over £141m from the Local Growth Fund under the Government's Growth Deal. This funding builds on our allocation of €43m from the European Structural and Investment Fund and our successful £30m Higher Futures (City Deal) which will see over 18,000 Service Leavers and civilian employees gain access to Higher Education in the SWLEP area.

Collectively these funds will enable the SWLEP to deliver an ambitious programme of change including significant developments at Eastern Villages and Wichelstowe in Swindon and infrastructure projects in Wiltshire to enable the development of the R&D facility at Dyson in Malmesbury to complement improvements on the A350 and development of a new Chippenham Station Hub.

3. THE ROLE AND RESPONSIBILITIES

There is an immediate requirement to appoint four new Board Members to replace Members whose terms of appointment have expired and to broaden the scope of experience and expertise on the Board to ensure it appropriately reflects the key areas of industry and economic activity identified in the SWLEP's Strategic Economic Plan.

All Board Members must have a strong and detailed appreciation or, an interest in, the strategic issues around the economy in the SWLEP area and the factors relevant to sustainable economic growth. We are looking to appoint individuals with senior-management level experience of working in an organisation or sector active in the SWLEP area. In this recruitment drive we are looking for Board Members with experience of a particular area of economic/skills activity, for example, individuals with a Housing/Construction background; from within the Financial Services professions; and within Manufacturing. We would also particularly like to seek applications from individuals living or working in South Wiltshire. However, all Board Members need to be able to contribute to the overall work of the SWLEP and have the skills and experience to be credible in engaging with stakeholders and representing and promoting the SWLEP.

It is anticipated that the role will require a time commitment of around two working days per month on average, including approximately six Board meetings per annum. However the exact time required each month will vary depending on external and internal factors. Additional time may be required depending on the nature of the activities or roles taken on by the individual Board Member.

The term of office for a Board Member is three years.

Responsibilities of a Board Member include:

- Providing strategic leadership, challenge, insight and support to the Board and contribute to the development of the SWLEP; establishing and developing the SWLEP's credibility and confidence within the wider market.
- Contributing to the development of the Board and the SWLEP, providing expert advice and guidance.
- Contributing to and have influence over challenging goals and objectives, and ensure that the strategic aims are delivered through appropriate mechanisms. This may include involvement in implementation activities such as European Programmes, Business Support Programmes or membership or Chairmanship of groups making decisions or recommendations on funding and support for economic development.
- Actively engaging with all stakeholders but particularly with the private sector, to capture and engage their interest and facilitate their activity in the SWLEP economic area. This includes participation in the SWLEP's engagement structure, for example as a Member or Chair of, at least one, of the Board Subgroups or Steering Groups, and through involvement in stakeholder discussions as required and agreed by the Board from time.
- Helping to ensure effective planning, management and financial control procedures are in place and implemented to ensure that all relevant legal and statutory requirements are met and that the SWLEP operates in accordance with its Governance Principles and its Constitution.

- Representing the SWLEP locally, nationally and internationally, encouraging networking and joint working with other LEPs, Government and private sector organisations based outside the area.
- Representing and promoting the SWLEP area on a local, national and international basis to deliver on the priorities of the SWLEP, bringing about the economic and physical transformation of the area.
- Adhering at all times to the standards of conduct set out in the Seven Principles of Public Life (also known as the Nolan standards).

4. PERSON SPECIFICATION

The SWLEP is looking to recruit Board Members with the ability to contribute significantly and credibly to the work of the SWLEP and to assist the Board in its understanding of the needs of the different areas, business sectors and economic activities within the SWLEP area. This will require the following experience, skills and personal attributes.

Experience and skills

All Board Members:

- Significant experience in an ownership or senior managerial capacity (operating at Board level) within an organisation active in the SWLEP area or in a sector or economic activity identifiable within the SWLEP area.
- A proven track record of providing strategic leadership and achieving business objectives and of operating effectively at Board level.
- A developed and informed understanding of the SWLEP area, its economy and the factors affecting its economic development.
- An understanding of public sector working and the role of the public sector in supporting economic growth.
- Experience of working directly with the public sector, in particular Local and National Government, is desirable.
- Strong political acumen, with a developed and informed understanding of the relevant political landscape but no strongly-held or expressed political affiliations.
- Excellent analytical skills, able to bring logical, intelligent and creative thinking to bear on the complex factors relevant to the SWLEP's work and to manage competing priorities effectively. This includes the ability to consider long term implications of decisions.
- You must be able to exercise independent judgement and take decisions for the benefit of the SWLEP as a whole, analysing overall risks and benefits, notwithstanding any particular sector expertise which is taken into account in your appointment.
- A record of effective partnership working, in which you have quickly built credibility with both public and private sector partners.

Sector-specific experience

Applicants should be able to demonstrate particular expertise and first-hand experience at a senior-management level (as defined in the first bullet point above) in one of the following sectors/business categories:

- Housing, including Construction and Development
- Financial Services
- Manufacturing

Personal attributes

- A strong communicator. You must be a confident and effective public speaker in a variety of contexts. You must also be an excellent active listener, able to demonstrate responsiveness to a range of perspectives and opinions.
- A strong partnership worker and effective influencer. You will be able to work collegiately and collaboratively with a range of individuals with differing interests and perspectives, to build new relationships and work effectively across boundaries.
- A connection to, or affinity with, the SWLEP area. It is desirable for you to have an established reputation and public profile/network of contacts within the SWLEP area. Applications from individuals working or living in South Wiltshire are particularly welcomed.
- A credible and effective ambassador for the SWLEP. You will have a genuine commitment to the success of the SWLEP.
- A persuasive and effective influencer, able to develop existing relationships and networks, build new collaborative partnerships and work effectively across boundaries.

5. HOW TO APPLY

Applications should be submitted on the form in section 7 via email to administration@swlep.co.uk by midnight Sunday 7th February 2016

Applicants may also submit an up to date CV to support their application if desired.

Alternatively applications can be sent by post to:

Director
Swindon and Wiltshire Local Enterprise Partnership
c/o Wiltshire Council Offices
Monkton Park
Chippenham
SN15 1ER

Please mark the envelope "Private and Confidential"

Shortlisted candidates will be invited to attend a selection panel week beginning 29th February 2016. Please indicate your availability in your application.

6. FURTHER INFORMATION

On successful appointment, new Board Members will be invited to the SWLEP Board meeting on the 16th March (date, time and venue to be confirmed). Please also indicate your availability in your application

If you wish to have an informal conversation about the role, please email deborah.house@swlep.co.uk to arrange a suitable time with the SWLEP Chair/Vice Chair.

7. APPLICATION FORM

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Board Member Application Form

Your Personal Details

Surname	First name	Other
House No/Name		
Street		
Town		
County		
Post Code		
Email Address		
Telephone		

Current Business Experience/Details

Current Position/Role	
Company/Organisation	
Time with Organisation	
Business Sector/Size	
Street	
Town	
County	
Post Code	
Email Address	
Telephone	

Previous Business Experience (Please list most recent first)

Position/Role held	
Company/Organisation	
Length of Employment	
Business Sector/Size	
Business Address	
Premises	
Street	
Town	
County	
Post Code	
Position/Role held	
Company/Organisation	
Length of Employment	
Business Sector/Size	
Business Address	
Premises	
Street	
Town	
County	
Post Code	
Position/Role held	
Company/Organisation	
Length of Employment	
Business Sector/Size	
Business Address	
Premises	
Street	
Town	
County	
Post Code	

Please attach details of any further positions you have held that you feel are relevant to this application.

Reference - Please provide two professional references

Surname	First name	Other
Current Position/Role		
Company/Organisation		
Relationship with you		
Business Address		
Street		
Town		
County		
Post Code		
Email Address		
Telephone		

Surname	First name	Other
Current Position/Role		
Company/Organisation		
Relationship with you		
Business Address		
Street		
Town		
County		
Post Code		
Email Address		
Telephone		

Please complete the following sections in support of your application. You may also submit a CV in support of your application if desired **in addition** to completing all sections of the form.

MOTIVATION AND COMMITMENT

Please describe why this role interests you and indicate what you believe you can bring to SWLEP to influence the future economic development of the area (maximum 250 words)

DRIVE AND RESULTS FOCUS

Please provide an example or examples from any stage of your career when you have demonstrated the ability to maximise opportunities and deliver results (maximum 250 words)

LEADERSHIP

Please describe for us your leadership style and provide at least one example where you have brought together a diverse range of partners to form a consensus on a strategic issue (maximum 250 words)

Disclaimer and Signature

I confirm that all my answers are true and complete to the best of my knowledge.

I also confirm that am not disqualified from holding Company Directorships or that there is any other legal reason why I cannot undertake this position.

Signature:

Date:/...../.....

**Forward Work Programme
Swindon and Wiltshire Local Enterprise Partnership Joint Task Group**

Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
<u>28 October 2014</u>	Appointment of Chair and Vice-Chair			
<u>28 October 2014</u>	Discuss the working relationship with the SWLEP Board			
<u>29 January 2015</u>	Presentation - LEP	<p>presentation on the working of the Local Enterprise Partnership highlighting the following areas:</p> <ul style="list-style-type: none"> • LGF Deal – New Money • LGF – Existing and Borrowing • LGF – Analysis of allocation • The National Context • SWLEP LGF Performance • Swindon BC Schemes • The bigger picture • Challenges 		
<u>19 March 2015</u>	Feedback from SWLEP Board meeting on 12th March 2015	Verbal update.		
<u>19 March 2015</u>	Consideration of information from the LEP Secretariat	<p>To answer the questions the task group asked at its 29 January 2015 meeting:</p> <p>(1) For projects that have funding:</p> <p>(a) Where have they come from?</p> <p>(b) And what was their journey to get funding?</p>		

Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
		<p>(c) What process took place to prioritise them?</p> <p>(d) Who put them forward ?</p> <p>(e) How do they align with Council priorities/Business priorities?</p> <p>(f) The lesson learned</p> <p>(2) Are we putting forward bid we think will be approved or those in the best interests of the Community?</p> <p>(3) A list of the process improved</p>		
3 August 2015	Appointment of Chair and Vice-Chair			
3 August 2015	Briefing note on the LEP and the Joint Scrutiny Exercise to date	The report highlighted (a) background, (b) funding and (c) scrutiny of the SWLEP.		
3 August 2015	Presentation on the SWLEP's Assurance Framework, Monitoring and Evaluation Framework and the Prioritising of Projects	All LEPs have been required by Government to develop a monitoring and evaluation framework in line with guidance issued. The framework provides an opportunity for each LEP, and their partners, to demonstrate the efficiency and effectiveness of certain schemes, and make inferences about the wider Growth Deal and Strategic Economic Plan.		
29 October 2015	Update from the LEP Board meeting	Verbal update from the last LEP Board meeting on 9 September 2015.		
29 October	Scoping of Exercise on Board	Task Group to consider how it will		

Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
<u>2015</u>	Membership and Succession Planning	undertake the benchmarking exercise on Board membership and succession planning.		
<u>29 October 2015</u>	Assurance Framework	Scrutiny to compare with other LEPs how work is apportioned and when does the responsibility fall to the Local Authority for delivery of a scheme.		
<u>9 December 2015</u>	Update from the most recent LEP Board Meetings			
<u>9 December 2015</u>	Latest Bidding Round	To receive an update on which project bids were submitted and how this list was arrived at.		
<u>9 December 2015</u>	Assurance Framework	Establish when the Framework will be reviewed and whether scrutiny could play a role in this.		
<u>9 December 2015</u>	Benchmarking exercise on Board Membership, recruitment and succession planning.	Opportunity to discuss how to progress the benchmarking exercise in consultation with the LEP officers.		
<u>4 February 2016</u>	Update from the most recent LEP Board Meetings			
	Board Membership, recruitment and succession planning.	To undertake a table-top review including comparing information from other LEPs on membership, recruitment and succession planning.		
<u>Tuesday 12 April 2016, 4pm, Bewley Room, Monkton</u>	Update from the most recent LEP Board Meetings			

Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
Park	Board Membership, recruitment and succession planning.	To undertake a table-top review including comparing information from other LEPs on membership, recruitment and succession planning.		
Thursday 2 June 2016, 4pm, Committee Room A, Monkton Park	Election of Chairman			

**Forward Work Programme
Swindon and Wiltshire Local Enterprise Partnership Joint Task Group**

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Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
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Meeting	Item	Details / Objectives / Outcomes	Report author / Lead officer	Witnesses
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Thursday 2 June 2016, 4pm, Committee Room A, Monkton Park	Election of Chairman			

JOINT STRATEGIC ECONOMIC COMMITTEE (JSEC) **FORWARD WORK PLAN**

SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)

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MAY 2016 TO 31 AUGUST 2016

Explanatory Note

This work plan consists of items to be considered by the JSEC in the next four months. It will be published at the beginning of each month.

This Plan includes matters which the Chairman has reason to believe will be the subject of a key decision to be taken by the JSEC during the period covered by this Plan. Key decisions are marked as (🔑)

The Plan shows the following details for Key Decisions: -

- Title of the matter for decision
- Date that the decision will be made
- A description of the purpose of the report to be considered
- Individuals/Parties consulted regarding decision
- Means of any Consultation carried out
- Any documents relied upon in carrying out the decision
- Officer contact name and telephone number
- Where the item or part of the item will be considered in private

Wiltshire Council and Swindon Council have adopted the following criteria to determine what item qualifies as a key decision:

Wiltshire

1. Any decision which would result in the closure of an amenity or total withdrawal of a service;
2. Any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
3. Any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
4. Any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework;
5. Any proposal to change the Council's policy framework (documents listed within the Council's Constitution)
6. Any contract (or programme) which:

- exceeds an annual value of £1 million or the total contract value; or
 - exceeds £4million including any optional extension period; or
 - involves the transfer of 50 or more employees in or out of the council; or
 - relates to a matter which is commercially, politically or strategically sensitive.
7. Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions.

Swindon

1. Decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and
2. Decisions that are likely to have a significant impact on two or more Council wards.

Voting Membership of JSEC:

<p>Page 105</p> <p>Cllr David Renard (Chairman)</p> <p>Baroness Jane Scott OBE (Vice Chairman)</p> <p>Cllr John Thomson</p> <p>Cllr Brian Mattock</p> <p>Cllr Fleur de Rhé-Philippe</p> <p>Cllr Gary Perkins</p>	<p><u>Leader of Swindon Borough Council</u></p> <p><u>Leader of Wiltshire Council</u></p> <p><u>Deputy Leader of Wiltshire Council and Cabinet Member for Communities, Campuses, Area Boards and Broadband</u></p> <p><u>Deputy Leader of Swindon Borough Council and Cabinet Member for Health and Adult Social Care</u></p> <p><u>Wiltshire Cabinet Member for Economic Development, Skills and Strategic Transport</u></p> <p><u>Swindon Cabinet Member for Economy, Regeneration and Skills</u></p>
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Non-Voting Membership of JSEC:

<p>Mr Barry Dennington</p> <p>Vacant</p> <p>Vacant</p>	<p>Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)</p> <p>Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)</p> <p>Member of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)</p>
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Representations/Public Participation

Supporting documents other than those listed in the schedule below may be submitted to the JSEC. If you would like to make representations on any of the items to be considered, please contact the officer named for the relevant item.

Additionally, the JSEC welcomes participation at its meetings from members of the public. Meetings are open to members of the public, unless the agenda states that an item or part of an item will be considered in private. Members of the public may ask a question or make a statement. Written notice of questions should be sent Yamina Rhouati, Democratic Governance Manager

Yamina.Rhouati@wiltshire.gov.uk by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Officer Contact	To be considered in Private (No, unless otherwise stated)
24 June 2016					
24 June 2016 Assurance Framework	To discuss amendments to the Assurance Framework.		Existing Terms of Reference	Paddy Bradley, Alistair Cunningham alistair.cunningham@wiltshire.gov.uk	
24 June 2016 HMA / FEMA progress report					
24 June 2016 Project Prioritisation List					
Future meetings - 12 October 2016, 8 December 2016					

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