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Local Enterprise Partnership

Wiltshire Council
Where everybody matters



SWINDON
BOROUGH COUNCIL

AGENDA

Meeting: Joint Strategic Economic Committee
Place: Committee Room C - Council Offices, Monkton Park, Chippenham, SN15 1ER
Date: Wednesday 30 September 2015
Time: 2.00 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

All public reports referred to on this agenda are available on the Wiltshire Council website at www.wiltshire.gov.uk .

Press enquiries to Communications on direct lines (01225) 713114 / 713115

Membership:

Cllr David Renard	Chairman of the Committee and Leader of Swindon Borough Council
Cllr Jane Scott OBE	Vice-Chairman of the Committee and 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 and Strategic Transport
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)
Mrs Nicky Alberry	Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mr Neil Holt	Member 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 (strategic and development management), Property, Waste and Strategic Housing
Cllr Dick Tonge	Wiltshire Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Wiltshire Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care

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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 of the Previous Meeting (Pages 5 - 8)

To approve the minutes of the meeting held on 18 June 2015.

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 Wednesday 23 September 2015. 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 Local Enterprise Partnership (LEP) Commissioning Board Updates (Pages 9 - 14)

To receive a written update from the Commissioning Board of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).

7 **Key Performance Indicator Analysis**

8 **Local Growth Fund (LGF) 3 Prioritisation**

9 **Governance of the SWLEP Update (Including Scrutiny)**

10 **Update on Joint Planning** (*Pages 15 - 16*)

Update on the Strategic Housing Market Assessment (SHMAA) and Functional Economic Market Area (FEMA) Commission.

11 **European Funding Updates**(*Pages 17 - 22*)

12 **Risk Management Updates**

13 **Forward Work Plan** (*Pages 23 - 28*)

14 **Date of the Next Meeting**

To confirm the date of the next meeting as

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 (SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP)

DRAFT MINUTES OF THE JOINT STRATEGIC ECONOMIC COMMITTEE MEETING HELD ON 18 JUNE 2015 AT COMMITTEE ROOM 2, SWINDON BOROUGH COUNCIL, EUCLID STREET, SWINDON, SN1 2JH.

Present:

Cllr David Renard (Chairman), Cllr Jane Scott OBE (Vice Chairman), Cllr Brian Mattock, Cllr Fleur de Rhé-Philipe, Cllr Garry Perkins and Mr Neil Holt

Also Present:

Dr Carlton Brand (Corporate Director, Wiltshire Council), Alistair Cunningham (Associate Director, Economy and Planning, Wiltshire Council, and Director of the LEP)

12 Apologies

Apologies were received from Councillor John Thomson, Mr Barry Dennington, Mrs Nicky Alberry, Mrs Isobel Brown, Mr Paddy Bradley and Mr Robin Townsend.

13 Minutes of the Previous Meeting

Resolved:

To approve and sign the minutes of the meeting held on 1 April 2015 as a true and correct record.

14 Declarations of Interest

There were no declarations.

15 Chairman's Announcements

In accordance with the Committee's Terms of Reference it was announced the chairmanship of the Committee was rotated from Cllr Jane Scott OBE to Cllr David Renard for the forthcoming year.

16 Public Participation

There were no questions or statements submitted.

17 **Local Enterprise Partnership (LEP) Commissioning Group Updates**

Alistair Cunningham, Director of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP), presented a written update on behalf of the SWLEP Secretariat on the work of the Commissioning Group, providing business case study updates on Local Growth Fund (LGF) projects, summaries of the activity of working groups and development of the Strategic Economic Plan (SEP) to be approved by the SWLEP Board ahead of a potential call by the Government for the third round of LGF bids.

It was stated that in an update to the papers the A429 Malmesbury project now had a status of Green on the RedAmberGreen scale as detailed in the report, following resolution of an issue with the owner of land adjacent to a roundabout key to the project, and positive discussions had taken place with the Department for Transport regarding the New Eastern Villages project.

The Committee was also informed details on terms of the land use and technical necessities had been agreed regarding the Porton Science Park, with further work awaiting completion of the European Funding bids.

In response to queries updates were provided on the 2016/17 programme in relation to the Chippenham Station Hub, and in relation to the M4 Junction 15/16 proposals, further details were required on funding and in the case of J16 a full business case had been postponed until the autumn in part in response to the need to further look at the modelling for the project.

Work had also been expanded on the Strategic Economic Plan (SEP) refresh, to include looking at how to coordinate a consistent Further Education offer.

The Committee also analysed the work of the sub-groups of the SWLEP, and felt that notwithstanding the intention to not produce too many sub-groups and that there had been an early focus on transport infrastructure projects due to funding being available in those areas, several key priorities were not included among the list of strategic areas, Health and Social Care, a highly important industry across the county, being an example, as well as a lack of focus on rural economic skills. There was also a concern that governance of the SWLEP and between it and the councils was not joined up, and there was a lack of awareness of council policy when determining work and priorities.

Finally, the Committee requested that the positive impact of the SWLEP and its schemes be improved, in particular that the council communications team assist in organising events at the turf cutting/topping out of SWLEP funded schemes.

Resolved:

To request the SWLEP Board renew its priorities to include where possible a focus on matters such as the rural economy, housing, health and social care, and to highlight links to each council's Corporate Plan when determining projects and priorities.

18 **Planning Updates**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council), presented a general update on Planning matters in relation to the work of the JSEC and the SWLEP.

It was stated that the Core Strategies of Swindon and Wiltshire had now both been adopted, with the next work being on those areas it had been agreed with the respective Inspectors to begin early reviews, and officers were planning the scope of the reviews along with the necessary evidence bases for them, with a working party preparing a work programme for the review. It was estimated the Strategic Housing Market Assessment (SHMA) would take approximately a year to complete once initiated.

The Committee sought details of how the Authorities would collaborate in those areas this would be beneficial, and it was stated that both Authorities had members on a joint strategic planning group which would help steer the progress of the review, to be undertaken by an independent provider, before seeking approval from JSEC.

Resolved:

To receive a proposal on the working procedures for a Joint Strategic Planning Group at the next meeting.

19 **European Funding Updates**

Alistair Cunningham (Associate Director, Economic Development and Planning, Wiltshire Council), presented a general update on matters in relation to European funding.

It was stated Councillor Fleur de Rhé-Phillipe (WC) had chaired a meeting of the SWLEP European Structural and Investment Funds Committee on 17 June to discuss the Forward Work Plan for the SWLEP, Business Industry and Skills, National Product Calls focussed on enhancing SME businesses in terms of growth potential and international trade performance; Health and Life Sciences Call progress update; SME growth; Foreign and Direct Investment; Innovation Services Call; and an update from the Management Authority (DCLG) on European Structural Fund (ESF) Opt Ins.

Concerns had been raised about the inflexibility of an offer from Innovate UK to assist Local Enterprise Partnerships with match funding for European funds, which did not tailor to the specific needs or requests of the local areas. The Committee endorsed the approach of the SWLEP Secretariat to note that more flexible delivery of assistance appropriate for the region and the businesses therein was necessary and would welcome a willingness to negotiate to this end.

The Committee sought details of the progress in securing funds, noting the process had been ongoing for some time, and it was stated the European

Funding was not yet signed off for release, however it was a significant sum once it would arrive, should bids be successful.

The Committee also requested written updates for each project, and that links to council priorities for both Authorities also be shown where possible.

Resolved:

To receive a written update at the next meeting as detailed above.

20 Risk Management Updates

The Committee agreed a full written update was necessary to adequately report any risk management analysis on the delivery of programmes, and requested a full update at the next meeting to include comment on new governance arrangements for the SWLEP, noting Board meetings would shortly be taking place in public for the first time.

Resolved:

To receive a written update at the next meeting as detailed above.

21 Forward Work Plan

The Committee considered the Forward Work Plan and requested updates on Joint Planning Working Group arrangements and updates on governance of the SWLEP and Scrutiny arrangements.

Resolved

To update the Forward Work Plan as detailed above.

22 Date of the Next Meeting

In a correction to the agenda, the date of the next meeting was confirmed as 30 September 2015.

(Duration of meeting: 2.00 - 3.30 pm)

The Officer who has produced these minutes is Kieran Elliott, of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

**Commissioning Group Update
JSEC 30 September 2015**



Swindon and Wiltshire Local Enterprise Partnership

Introduction

The Commissioning Group met on 26 August 2015 and considered the following items:

- Local Growth Fund 2015/16 projects
- Local Growth Fund 2016/17 projects
- Strategic Economic Plan Refresh

JSEC Members are asked to provide comment on the information outlined below.

Local Growth Fund 2015/16 Projects (LGF)

Both Unitary Authorities presented highlight reports on projects due to commence in 2015/16. The Commissioning Group noted the schemes' progress and wish to provide feedback to JSEC that a thorough performance management control process is now in place with ongoing monthly meetings scheduled.

The summary report is noted below:

2015/16 Programme Summary					
Project Ref	Project Name / LGF investment	Lead Delivery Partner	Previous	Current	Notes
LGF/1516/001/LT B350	LTB A350 Improvements £1.67m	Wiltshire Council	G	G	Contractor appointed & pre-delivery groundworks commenced.
LGF/1516/002/A4 29	A429 Malmesbury £1.40m	Wiltshire Council	G	G	Construction commenced.
LGF/1516/003/EV (i)	New Eastern Villages – The Great Stall Bridge (Green Bridge) £7.60m	Swindon Borough Council	AR	AR	Work underway to examine costs in further detail.
LGF/1516/003/EV (ii)	New Eastern Villages - Greenbridge Roundabout/West of A419 £4.00m	Swindon Borough Council	AR	AR	Finance gap identified, value engineering underway.
LGF/1516/003/EV (iii)	New Eastern Villages A420 Gablecross £2.50m	Swindon Borough Council	AR	AR	Slippages in recruitment. Remodelling required.

**Commissioning Group Update
JSEC 30 September 2015**



LGF/1516/003/EV (iv)	New Eastern Villages Southern Connector Road £11.60m	Swindon Borough Council	AR	AG	Design options being investigated to reduce cost.
LGF/1516/003/EV (v)	New Eastern Villages White Hart Junction £22.50m	Swindon Borough Council	AR	AR	Value engineering being carried out. Additional funding sources investigated. Options Appraisal for DFT.
LGF/1516/003/EV (vi)	New Eastern Villages Business Case £0.50m	Swindon Borough Council	AG	AG	Drafting OAR.
LGF/1516/004/PS P	Porton Science Park £4.00m	Wiltshire Council	AG	G	ERDF Application submitted. Working on BREEAM requirements.
LGF/1516/005/LS TF	LSTF Swindon £3.75m	Swindon Borough Council	G	G	Scheme is on time and on budget.
LGF/1516/006/C D	City Deal £1.40m	SWLEP Core Team	R	AR	SBC and WC Project Managers seconded from September

Local Growth Fund 2016/17 Projects (LGF)

Highlight reports for projects due to commence in 2016/17 and beyond were also presented by both Unitary Authorities. Commissioning Group Members had previously agreed that meetings should review one scheme in detail at each meeting. The first project to undergo detailed scrutiny was Chippenham Station Hub. Key items discussed included:

- Benefits of an additional platform
- Involvement of local MPs
- Evidence that an original feasibility study had been carried out over a Friday/Saturday period and that new evidence from a mid-week study had secured support from First Great Western
- Lessons learned exercise with Lincoln City Council and Somerset County Council who had been experiencing similar issues
- Review paper to be brought to Commissioning Group February 2016

The future project scrutiny workplan includes Junction 15 on 30 September 2015 with other projects thereafter at each monthly meeting.

**Commissioning Group Update
JSEC 30 September 2015**



The 2016/17 and beyond summary report is noted below:

2016/17+ Programme – Business Case Status Update					
Project Ref	Project Name	Lead Delivery Partner	Previous	Current	Notes
LGF/1617/001/ A350	A350 Dualling Bypass £7.10m	Wiltshire Council	AG	AG	OBC finalised September 2015 (previously reported as June 2015). This scheme will be an incremental scheme after the A350 Chippenham Bypass - Bumpers Farm improvements have been delivered.
LGF/1617/002/ WI	Wichelstowe Infrastructure £22.90m	Swindon Borough Council	G	G	DfT Retained Scheme. Development of OBC to commence in 2016
LGF/1617/003/ SRT	Swindon Rapid Transit £9.85m	Swindon Borough Council	G	G	Confirmation of early stage strategy and route aspiration ongoing. Agreement with bus operators required to proceed to test proposed routes in more detail.
LGF/1617/004/ CSH	Chippenham Station Hub £16.00m	Wiltshire Council	AR	AR	DfT Retained Scheme. Requires an appraisal specification to be developed prior to further development work.
LGF/1617/005/ LTB15	LTB M4 Junction 15 £3.70m	Swindon Borough Council	G	AR	Revision of business case required due to cost estimate rising. Housing & Growth Fund proposal being put forward by Highways England.
LGF/1617/006/ LTB16	LTB M4 Junction 16 £5.92m	Swindon Borough Council	AR	AR	Programme remains on track with key risks to be addressed (embankments vs retaining walls and inclusion of JV in governance.)
LGF/1617/007/ DC	Digital Corsham £2.50m	Wiltshire Council	G	AR	Completed detailed condition survey has identified delivery costs. On schedule for 2016.
LGF/1617/008/ SBX	Swindon Bus Exchange £3.00m	Swindon Borough Council	AG	AG	CPO required to move bus exchange to final location. Public enquiry to take place in September 2015.
LGF/1617/009/ YWA	A350 Yarnbrook/ West Ashton £6.00m	Wiltshire Council	G	G	Project on track. Continuing to work on planning application.

JSEC Members are invited to comment on the Commissioning Group approach and detail provided in the highlighted projects.

Strategic Economic Plan Refresh

JSEC Members will recall that a Working Party, Chaired by Nicky Alberry (SWLEP Vice Chair) had been established to refresh the SWLEP Strategic Economic Plan (SEP) and following commitment of the SWLEP Board at its July 2015 meeting, a strategy workshop for Board Members was held on 9 September 2015 to ensure the high level vision was agreed and supported by all Members. A second follow-on workshop, attended by SWLEP Board Members was subsequently held on 17 September 2015. The key outputs of this workshop, facilitated by the Chief Executive Swindon Borough Council and the Corporate Director Wiltshire Council, included:

- Identification of three spatial growth zones
 - Swindon and M4 Corridor
 - A350 Corridor, including Corsham Digital Community
 - Salisbury and A303 Corridor
- Identification of 5 intervention themes
 - Skills and talent
 - Transport links
 - Broadband plus digital connectivity
 - Place shaping, including cultural
 - Business development

The SWLEP Board believes that this approach will provide opportunities for the prioritisation of intervention themes according to the individual geographic spatial zone requirements, thus ensuring different needs can be prioritised accordingly.

Under the SWLEP Vice Chair's guidance, a number of workstreams have simultaneously been assisting SWLEP and UA Officers to produce an Investment Plan of potential prioritised projects that would ensure the key deliverables of the strategy could be achieved. In line with the SWLEP's governance, its Assurance Framework outlines the process for prioritisation of projects against agreed strategic objectives and at its July 2015 meeting, the SWLEP Board approved the recruitment of Independent Technical Advisors (ITAs) to advise the Commissioning Group and assist them in making recommendations to the Board on prioritised projects for investment.

Following a recent procurement exercise supported by Wiltshire Council Procurement Team, three companies have been recommended to support SWLEP Commissioning Group and scheme promoters to carry out the independent assessment of projects. This exercise will be concluded during October 2015 and outcomes subsequently challenged via a STAR Chamber process to ensure a robust review of projects is carried out ahead of SWLEP Board approval on 11 November 2015.

Enterprise Zone

In early August 2015 BIS/DCLG invited LEPs to attend one of a series of briefing sessions on emerging opportunities for an Enterprise Zone (EZ) with application submission 18 September 2015 under a competitive process. EZs are an important part of the Government's programme to devolve responsibility for leadership of local growth and provide a powerful tool for LEPs to develop their local economy.

Incentives include:

- LEPs retaining 100% of business rate growth for 25 years with an expectation to fund development required in the EZ sites
- Business rate discount for occupiers – 100% discount for five years up to maximum state aid threshold for businesses that enter the EZ before 31 March 2022

Supported by JSEC Chairman, JSEC Vice Chairman and SWLEP Chairman, an application was submitted prior to the deadline for a SWLEP Enterprise Zone harnessing nine sites grouped in three areas across the SWLEP key spatial growth zones: Swindon and M4 Corridor; A350 Corridor, including Corsham Digital Community; and Salisbury and A303 Corridor under an innovation theme.

Successful applications are likely to be announced Autumn 2015 with regulations needed for the new EZ to be "live" in place by April 2016.

Summary

JSEC Members are invited to comment on Commissioning Group report areas:

- 2015/16 Highlight Report
- 2016/17 Highlight Report
- SEP Refresh activities
- Enterprise Zone application

Barry Dennington, Chair SWLEP and Commissioning Group
Nicky Alberry, Vice Chair SWLEP, Chair SEP Refresh Group
Isobel Brown, SWLEP Director

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Swindon and Wiltshire Local Enterprise Partnership

Joint Strategic Economic Committee

30 September 2015

Joint Strategic Housing Market Assessment and Functional Economic Market Assessment for Wiltshire and Swindon

1. Purpose

- 1.1 To provide an update to the Committee on progress with the preparation of a new joint Strategic Housing Market Assessment (SHMA) and Functional Economic Market Assessment (FEMA) for Wiltshire and Swindon.

2. Background

- 2.1 As supported by the JSEC Committee in April 2015 and building on previous successful joint working arrangements, Swindon Borough Council and Wiltshire Council are currently working together on the preparation of a joint SHMA and FEMA for Wiltshire and Swindon.
- 2.2 Although both Local Plans have recently been adopted they will need early review to extend the plan period to at least 15 years in line with the recommendations of the National Planning Policy Framework (NPPF). This was a key consideration in determining the soundness of both the Wiltshire Core Strategy and Swindon Borough Local Plan.
- 2.3 The SHMA and FEMA are essential to determine the housing and economic development need for the local authority areas beyond 2026 and will provide key evidence to support the forthcoming review of the respective local plans.

3. Project Update

- 2.4 The Councils have now appointed Opinion Research Services (ORS) to undertake the SHMA/FEMA. ORS have extensive experience in this area of work, including for the West of England and Somerset local authorities.
- 2.5 The project inception meeting was held on 15 September 2015. At the meeting the target date of April 2016 for the receipt of the final reports was confirmed to be achievable, although it was acknowledged that engagement with stakeholders could influence the delivery of the project.
- 2.6 Local Planning Authorities are legally required¹ to cooperate throughout the plan making process. This requirement extends to all adjoining authorities and public bodies and will be fully integrated into the project to ensure that the evidence can be

¹ Referred to the Duty to Cooperate, as set out in the Localism Act 2011

considered sound at Local Plan Examination. The involvement of members from Swindon and Wiltshire will be essential. The Committee may wish to consider whether the arrangement for the current Joint Working Party should be updated to ensure there is an appropriate body to provide member input into the project.

- 2.7 Other stakeholders, such as developers, will also be invited to engage with the project to ensure that the evidence is robust.

4. Next steps

- 2.8 The consultants will be gathering information to inform the delineation of the housing market areas (HMAs) and functional economic market areas (FEMAs). It is anticipated that draft HMA/FEMAs will be identified before the end of this year, at which point consultation with stakeholders will be undertaken.
- 2.9 It is recommended that officers report back to JSEC once the initial evidence gathering and identification of the HMAs has been undertaken by the consultants and prior to stakeholder consultation taking place. This stage will require detailed consideration of the extent that Wiltshire and Swindon will need to work with adjacent planning authorities under the duty to cooperate.

Authors:

Alistair Cunningham

Associate Director for Economic Development and Planning,
Wiltshire Council

Richard Bell

Head of Planning, Regulatory Services, Heritage and Libraries
Swindon Borough Council

Swindon and Wiltshire Local Enterprise Partnership

Joint Strategic Economic Committee

30 September 2015

Swindon and Wiltshire JSEC - ESIF – Progress report – 1 September 2015

ESIF Committee

1. Paper updating JSEC on Swindon & Wiltshire ESIF Programme progress; detailing project calls, programme developments and emerging Committee roles and governance

Programme progress

2. A number of key milestones have been reached in recent months, including:
 - Both European Regional Development Fund (ERDF) and Rural Development Operational Programmes agreed between London and Brussels. These programmes are now operational.
 - ESF Operational Programme remains in draft at time of writing.
 - Full business process for ESIF project selection confirmed by Managing Authorities.
 - Terms of Reference issued by Growth Programme Board to SWLEP ESIF sub-committee
 - Guidance issued to LEPs on finalising ESIF Strategies to align with national Operational Programmes. This is underway and local changes will be completed by 23 October 2015.

Progress summary

3. At the local level, progress has been made in the form of:
 - Four calls made using £4.725m ERDF matched-funded for total £10.65m support for SMEs
 - Applications supported for Big Lottery (£2m ESF) and Skills Funding Agency (£12.53m ESF)
 - ESIF Implementation Planning continuing with scoping and development of call specifications for projects to deliver strategic objectives.

Call progress

4. *Manufacturing Advice and International trade for SMEs* - outline assessments of applications received in July following collaborative national call. To be delivered by regional contract holders of Business Growth Service. Projects are not likely to start until early 2016. Summary of advice given by Committee to Managing Authority (DCLG):
 - General lack of detail provided on which to base its advice on strategic fit
 - Poor information on project's additional value and complementarity with other services

- The Managing Authority is working with applicants (SWMAS and UKTI respectively) to improve quality and presentation of information.
5. *Health and Life Sciences centre* – A single application was received in July (from Wiltshire Council) and Committee gave positive advice to Managing Authority on its assessment. Applicant to be invited to make full application. Project linked to Growth Deal. Proposal to begin in Feb. 2016.
 6. *Innovation Support Services* – Open call made by Managing Authority on 24 July 2015.
 - Support for growth potential SMEs to achieve planned and effective approach to research, development and innovation (RDI) as tool for growth.
 - Up to £500,000 ERDF available to fund 50% project costs for key sectors innovation service
 - Project to tackle barriers to investment by supporting business planning, accessing innovation techniques, low carbon opportunities, together with expertise and longer-term financial support
 - Outline assessment expected in October, with project likely to start by April 2016.
 7. *Skills Funding Agency (SFA) opt-in* – Committee advised its overall satisfaction of application by SFA to become co-funder to ESIF using Adult Skills Budget. Four detailed specifications will inform invitations to tender due to begin in September and October and leading to projects to deliver:
 - A business demand-led skills brokerage service to support businesses plan and access skills
 - Skills coaching for young adults (16-24) to sustain and improve workforce credentials
 - Project utilising older workers skills and experience and addressing need for extended careers
 - Project to raise aspirations of younger adults in science, technical, engineering and mathematic (STEM) based careers – working with employers, education and training providers
 8. *DWP* – work is ongoing with Job Centre plus and DWP to specify employability skills and in-work support for people experiencing difficulty in labour market
 9. *Big Lottery* – Four applications received for £4m Promoting Social Inclusion project. Committee provided written response to Big Lottery with [TBC - due 28th Aug]. Committee will assess and advise on final applications in January. Project to begin in spring 2016.

Call development

10. *SME Growth* – work continues with Managing Authority and local partners on project call design:

- Committee to receive paper in October 2015 to include draft call specification
- Services to be based on ESIF strategy rationale and best practice evidence from evaluations
- Build upon Growth Hub and business support and start-up services over past 36 months
- Services to include coordination and portal; specialist advice on ICT and resource efficiency; start-up support alongside grants for planned business growth
- Various options exist for funding for SME-oriented business support services, which ought to build upon Growth Hub and utilise The Enterprise Network
- Project to be called by Managing Authority in autumn 2015
- Project unlikely to begin until mid-2016

11. *Rural Development programme* – officers working with Defra / RPA on a range of tourism, food & drink sector and environmental innovation grant schemes to begin in October 2015.

12. *Innovation and Construction* – officers working with stakeholders, higher and further education providers, sector skills bodies and SWLEP sub-groups to set out range of specialised, key sector related investments that drive growth through innovation, research and development.

13. *Foreign and Direct Investment* – SWLEP investigating with local partners the potential opportunity of joining regional call to improve local inward investment offer.

ESIF Programme progress summary table

ESIF activity	Call theme	Structural fund	ESIF investment	Total investment	Summary of outputs	Earliest start date
SME Growth	SME support service	ERDF	£3 - 4m	£7 - 8m	<ul style="list-style-type: none"> • 794 SMEs supported • 398 start-ups • 285 jobs created 	June 2016
ERDF allocation - £5.875m	Exporting support	ERDF	£0.7m	£1.4m	<ul style="list-style-type: none"> • 175 SMEs supported • 108 jobs created 	May 2016
	Manufacturing advice	ERDF	£0.52m	£1.05m	<ul style="list-style-type: none"> • 263 SMEs supported • 81 jobs created 	May 2016
Innovation for sustainable growth	Health & Life sciences centre	ERDF	£3m	£7.2m	<ul style="list-style-type: none"> • Workspace centre • Infrastructure project 	February 2016
	Innovation support services	ERDF	£0.5m	£1m	<ul style="list-style-type: none"> • 50 SMEs supported • Cooperation with researchers, new products and processes 	April 2016
	Life science SME cluster support	ERDF	£TBC	£TBC	Target of 40 SMEs supported for growth by accessing specialist service	Early 2017
SME Growth Rural programme allocation £2.9m	Rural Tourism Accommodation	Rural Dev.	£0.55m	£1.375m	<ul style="list-style-type: none"> • 11 Business grants for quality accommodation • 76 jobs created 	June 2016

Skills for growth	Skills brokerage service	ESF	£6.55m	£14.03m -	<ul style="list-style-type: none"> • 2550 participants • 2200 SMEs supported 	February 2016
ESF allocation £12.326m	Raising attainment for STEM careers	ESF – (Skills Funding Agency co-fund from adult skills budgets)	£2.52m	£5.12m	<ul style="list-style-type: none"> • 1113 Participants • 177 newly employed • 50+ higher skills 	March 2016
Skills for inclusion	Skills coaching for young adults	ESF – (Skills Funding Agency co-fund from adult skills budgets)	£1.35m	£2.85m	<ul style="list-style-type: none"> • 790 Participants • 332 newly employed 	February 2016
	Utilising older workers skills and experience		£0.855m	£1.805m	<ul style="list-style-type: none"> • 500 Participants • Targets for over-50s and women 	February 2016
ESF allocation £5m	Promoting social inclusion	ESF – (Big Lottery)	£2m	£4m	<ul style="list-style-type: none"> • 976 Participants • All inactive or jobless 	April 2016

14. Notes on table

- Summary based upon ESIF Implementation Plan (v4) as at 11 August 2015
- Table is summary info only with some rounding - figures shown do not tally with total allocations
- Other developments in-scope but not developed are not included for brevity
- 'ESIF investment' funding is provisional until agreed by Managing Authority and selected project

Strategic alignment

15. *Commissioning* – Rationale for investment is based on ESIF Strategy Activities and Topics and combined with contemporary policy information, best practice and evidence from evaluations. Local partners work to develop the local strategic elements of call specifications. These align with relevant Operational Programmes and take forward ESIF Activities. Managing Authorities (DCLG, DWP and Defra) issue calls for projects inserting local strategic information into standard template.

16. *Check and challenge* - Prior to issuing a call, ESIF Committee advises on 'read across' from ESIF strategy to the proposed call specification. Secretariat act as a gateway during commissioning, checking developments. The SWLEP Board can also provide a strategic steer as ESIF sponsor.

17. *Calls for projects* Specification templates invite applications to deliver types of eligible activity are published on government website. Applicants respond detailing operations, achieving outputs, results and desired outcomes. Encouragement for innovative projects and integrated programming.

18. *Formal role* - Committee provides advice to Managing Authorities at outline and full application stages of project selection. Committee receives an assessment of applications received by Managing Authority, providing orally minuted advice on the local strategic fit of a proposal only. This takes into consideration factors on equality, match-funding, complementarity with other local services and projects and the fit with ESIF Strategy.

Committee Development

19. In July 2015, SWLEP ESIF Committee received Terms of Reference for its function as a sub-committee of the national ESIF board – known as Growth Programme Board. These set out the Committee’s advisory role and the duty to conform with the Nolan principles of public duty.
20. The SWLEP Board acts as the ‘sponsoring’ body for the ESIF programme – strategy and implementation. Two members of the Board and Isobel Brown are ESIF Committee members. The board, as sponsor supports and oversees overall delivery of the ESIF programme.
21. Managing conflicts of interest has become a complex area with the need to balance protecting potential delivery organisations from challenge with useful knowledge and experience that these bodies can bring to the development of programming.
22. The Committee is supported by group of senior staff from both Local Authorities and SWLEP. Officers come together in working groups, such as for innovation coordination, servicing Committee, working with chair and Secretariat (by Dept.CLG). The group develop call specifications working with government bodies, SWLEP sub-groups, and lead comms, informing through web and call events.

Julian Head, Strategic Economic Programme Manager,
Julian.head@wiltshire.gov.uk 11 August 2015

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

SWINDON AND WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)

1 | **SEPTEMBER 2015 TO 31 DECEMBER 2015**

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 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent 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 policy framework.
6. 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:

Cllr David Renard (Chairman)	Leader of Swindon Borough Council
Cllr Jane Scott OBE (Vice-Chairman)	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 and Strategic Transport
Cllr Gary Perkins	Swindon Cabinet Member for Economy, Regeneration and Skills

Non-Voting Membership of JSEC:

Mr Barry Dennington	Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mrs Nicky Alberry	Vice-Chairman of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
Mr Neil Holt	Member of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)

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	Responsible Cabinet Member	Officer Contact	To be considered in Private (No, unless otherwise stated)
1 December 2015						
Local Enterprise Partnership (LEP) Commissioning Board Updates	To update JSEC Members on activity.		Update paper to be provided.	Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk		
Key Performance Indicator Analysis						
Governance of the SWLEP (including scrutiny) Update						
LGF3 Prioritisation						
Update on Joint Planning	Update on SHMAA and FEMA commission.					
European Funding Update						

Risk Management Update	To receive an update on risk management for SWLEP programmes.					
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