

**Local Growth Fund  
Highlight Report to SWLEP (19<sup>th</sup> November 2015)**



Project Re	Project Name	Project Manager	Lead Delivery Partner	Previous	Current	Direction
LGF/1516/006/CD	Swindon & Wiltshire Higher Futures (formerly City Deal)	Haylea Asadi/Sally Burnett	LEP Partnership – SBC/WC	AR	GA	

What does our path look like? (Milestones)			Are we on track? (Issues)
Activity	Target Completion Date	Current Forecast Date	
<b>Governance and reporting</b>			
Review and update the implementation plan based on new delivery model	11 Sept 2015	Complete	
Confirm Board sponsor	16 Oct 2015	Complete	
Convene Sub Group	6 Nov	11 Dec 2015	
Convene Practitioners Group	30 Oct	11 Dec 2015	
Produce progress report for SWLEP Board Meeting January 2015	11 Dec 2015		
<b>Team Recruitment</b>			
Finalise role profiles	2 Oct 2015	Complete	
Evaluation and grading of posts	9 Oct 2015	Complete	
Undertake interviews and agree preferred candidates	11 Nov 2015	26 Nov 2015	
Team roles in place, working locations agreed and induction	Dec 2015 – March 2016		
<b>Infrastructure</b>			
Data sharing protocols in place with delivery partners	30 Nov 2015	11 Dec 2015	
Data & admin systems in place	31 Dec 2015		
<b>Marketing/Communications</b>			
Convene Marketing Task & Finish Group	16 Oct 2015	Complete	
Programme name agreed	23 Oct 2015	Complete	
Brand identity in place	13 Nov 2015	30 Nov 2015	
Confirm the offer and develop Interim	23 Oct 2015	Complete	

- G – Cost:** Spend is in line with profile (a more detailed budget plan is in development).
- A – Time:** Time scales for the revised plan remain Green/Amber.
- G – Delivery:** Largely on track based on revised Implementation Plan (in line with new delivery model as of 1<sup>st</sup> Sep 2015) and significant progress being made towards implementation.

**Further issues/risks**

- Attracting suitable quality and quantity of applicants to recruit appropriately skilled/experienced team.
- First phase Website will launch at the end of January as only design work undertaken during the proof of concept phase and Aerian don't have any web developers available to work on it until January.
- Work to date has involved talking about principles and concepts with employers, risk of them not signing up to specifics outlined in MOUs – though discussions with

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Collateral			<p>identified Trailblazers to date has not evidenced this risk.</p> <ul style="list-style-type: none"> <li>• Work on MOU and referral pathways with CTP to be agreed.</li> <li>• Evidence of employer demand is limited and further work needs to be done to develop a systematic approach to collating demand.</li> <li>• Work has not included Higher Apprenticeships to date and this provides another potential significant contribution to funding. Work starting with SFA.</li> <li>• Funding model not finalised and requires development.</li> <li>• Profiling of targets needs to be undertaken.</li> </ul>
Marketing plan and final collateral in place	30 Nov 2015		
Finalise website for launch with first phase	30 Nov 2015		
<b>Partnership development</b>			
Agree MOUs with HEIs & FE Colleges	31 Oct 2015	11 Dec 2015	
Agree MOU with CTP	13 Nov 2015	11 Dec 2015	
Agree MOU with SFA	13 Nov 2015	11 Dec 2015	
Develop MOU for use with employers	31 Oct 2015	Complete	
Establish ways of working with referral agents	13 Nov 2015	11 Dec 2015	
Finalise first phase offer and course schedules	31 Dec 2015		
<b>Employer Engagement</b>			
Identify trailblazer employers	23 Oct 2015	Complete	
Secure sign-up of trailblazer employers	4 Dec 2015		
Develop employer needs analysis tool	2 Oct 2015	Complete	
Collate intelligence of employer demand	13 Nov 2015	11 Dec 2015	
Identify early adopters	23 Oct 2015	Complete	
Develop employer engagement plan and calendar	16 Oct 2015	Complete	
<b>Learner Engagement</b>			
Produce Learner Engagement Strategy	30 Sept 2015	Complete	
Identify a cohort of service leavers to participate in phase 1	11 Dec 2015		
<b>Phase 1 delivery of skills brokerage</b>			
Official Launch	TBC		
Website Launch	31 Jan 2016		
Financial sector provision starts	From Jan 2016		
Agree MOU with early adopter employers	From Dec 2015		
Brokerage with 2 additional sectors employers/HEIs	From Dec 2015		

### 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
<b>Profile</b>	0.180	0.100																				
<b>Actual</b>	0.184	0.103																				

### What have we done this quarter (Progress)

- Implementation Plan has been reviewed based on new delivery model.
- Recruitment process is underway with role profiles prepared and evaluated ready to advertise.
- Terms of Reference and Membership for the Subgroup & Practitioner Group have been drafted.
- A SWLEP Board Member Sponsor has been confirmed.
- Interim marketing collateral has been reviewed and further developed to communicate the offer to target audiences.
- Phase 1 employers and trailblazers have been identified.
- An Employer Engagement Plan, Activity Log and Calendar have been developed.
- An Employer Needs Analysis Tool has been developed to support collation of intelligence on employer demand and confirm early adopter employers
- A Learner Engagement Strategy has been developed.
- Marketing Task & Finish Group has been meeting regularly to clarify the proposition/offer, develop the collateral and marketing strategy.
- A competition has been run to source further programme name

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

- Identify preferred candidates for remaining Team posts and make job offers.
- Finalise brand, marketing strategy and final collateral.
- Continue to secure Trailblazer sign up.
- Collate intelligence on employer demand.
- Finalise the MOU with HEIs and agree ways of working and set up first phase.
- Develop phase 1 website ready for launch at the end of Jan 2016. Agree with Aerian the requirements for phase 2.
- Develop MOU with CTP agree referral routes and identify potential phase 1 learners.
- Agree MOU with SFA and develop the approach to integrating Higher Apprenticeships as part of the programme's HE offer.
- Ensure final plans for Business & Finance course to start in January.
- Set up phase 1 brokerage between the phase 1 employers and HEIs. Identify 2 additional groups of employers by sector, identify their needs and broker meeting with HEIs.
- Convene first Subgroup with new chair and revised

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suggestions. New programme name confirmed as Swindon & Wiltshire Higher Futures.

- Work with Financial Services sector and providers on courses to commence in January 2016.
- MOUs drafted for use with employers and HEIs/FE Colleges.
- Team Recruitment has commenced. Job offers have been made and accepted for both the Quality & Data Officer and Learner Engagement Client Adviser posts. Currently interviewing for the other posts.
- Employer MOU finalised.
- Trailblazers Role profile finalised.
- Meetings with prospective Trailblazers being held to secure sign up. 100% success rate to date.
- MoU with HEIs/providers developed and meetings with individual HEIs/providers underway to finalise and agree these.
- Work commenced to develop a more detailed budget.
- Work to identify and evidence the UA match funding.
- Updates to partners/stakeholders.

membership.

- Convene first Practitioner Group.