

West of England LEP Board Board Meeting

Tuesday, 1 October 2019, 9.30 am

Not Open to the Public

Prof Steve West (Chair)
Katharine Finn (Vice-Chair)
Richard Bonner
David Brown
Prof Hugh Brady
Martino Burgess
Heather Cooper
Margot Day
Neil Douglas
Christopher Grier
Zoe Metcalf
Dick Penny
Jon Reynolds
Joanne Rumley
Mohammed Saddiq
Natasha Swinscoe
Mayor Marvin Rees
Cllr Toby Savage
Mayor Tim Bowles
Cllr Dine Romero
Cllr Donald Davies

West of England LEP
PwC
Arcadis
The Bristol Port Company
University of Bristol
Gregg Latchams
Hargreaves Lansdown
Buro Happold
Viper Innovations
Airbus
Arup
Watershed
GDS Digital
Foot Anstey
Wessex Water
Academic Health Science Network
Bristol City Council
South Gloucestershire
West of England Combined Authority
Bath and North East Somerset
North Somerset Council

AGENDA

	Subject	Presenting	Pages
1.	Welcome and apologies <i>Apologies from Mayor Tim Bowles, Mike Jackson</i> <i>Welcome new members – Zoe Metcalf, Joanne Rumley, Natasha Swinscoe, Heather Cooper, Margot Day and Richard Bonner</i>		
2.	Minutes of the meeting held 11 July 2019 <i>To approve minutes from the previous meeting.</i>		3 - 6
3.	Declarations of Interest <i>All Board members have a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation has either a direct or indirect interest in any of the projects to be considered by the Board.</i>		

	Items for discussion		
4.	Local Industrial Strategy - Implementation <i>Update on the Local Industrial Strategy implementation plan, including specific progress reports on the following projects:</i> <ul style="list-style-type: none"> ▪ Innovation: <ul style="list-style-type: none"> ▪ Global Centre for Innovation Excellence ▪ West of England Network of Living Labs ▪ Productivity challenge: <ul style="list-style-type: none"> ▪ Be the Business ▪ Inclusion: <ul style="list-style-type: none"> ▪ Employment and skills implementation plan and Skills and Advisory Panel proposal 		7 - 26
5.	Local Growth Funds <i>Dashboard and progress report</i>		27 - 30
6.	Any Other Business <ul style="list-style-type: none"> • Cultural Strategy (Dick Penny/Lynda Bird) 		

West of England LEP Board

Thursday, 11 July 2019, 0930
Not Open to the Public
3 Rivergate, Bristol BS1 6ER

Present:

Prof Steve West, West of England LEP
Katharine Finn, PwC
Andrew Hodgson, KPMG
David Brown, The Bristol Port Company
Prof Hugh Brady, University of Bristol
Neil Douglas, Viper Innovations
James Durie, Business West

Dick Penny, Watershed
Jon Reynolds, GDS Digital
Mayor Marvin Rees, Bristol City Council
Cllr Toby Savage, South Gloucestershire
Mayor Tim Bowles, West of England Combined
Authority
Cllr Dine Romero, Bath and North East Somerset

Officers In Attendance:

Patricia Greer, Chief Executive
Helen Edelstyn, Senior Policy Manager, WECA
Tim Milgate, Democratic Services, WECA

Melissa Houston, Sector Engagement Officer
Jess Lee, Head of Strategy and Policy
Stephen Bashford, Head of Business and Skills

Also in Attendance:

Mike Jackson, Bristol City Council
David Perry, South Gloucestershire Council
David Trethewey, B&NES Council
Jo Walker, North Somerset Council

James Cooke, South Gloucestershire Council
Alex Crook, BEIS
Susan Hayter, B&NES
David White, Bristol City Council (for item 6)

Apologies:

Martino Burgess, Gregg Latchams
Christopher Grier, Airbus
David Pester, TLT Solicitors

Mohammed Saddiq, Wessex Water
Cllr Donald Davies, North Somerset Council

Minutes

		Action
1	Welcome and apologies The Chair, Professor Steve West, welcomed those present and apologies, as recorded above, were noted.	
2	Minutes of the meeting of 17 May 2019 The minutes of the meeting held on 17 May 2019 were agreed as a correct record and signed by the Chair.	
3	Declarations of Interest There were no declarations of interest declared.	
4	New Business Member The Chair informed the meeting that, following the agreed process, he recommended the appointment of Richard Bonner to the LEP Board and asked the Board to agree to the appointment.	

	<p>The Chair stated that Richard would be the SME representative on the Board, and would draw on his role as President of Bristol Chamber of Commerce and Initiative, part of Business West.</p> <p>The Chair also stated that James Durie was standing down from his role on the Board and wished to place his thanks on record for his contributions during his time as a member of the Board.</p> <p>David Pester was also standing down from the Board and the Chair placed on record his thanks for David's contribution to the work of the Board.</p> <p>Agreed:</p> <ol style="list-style-type: none"> (1) That the appointment of Richard Bonner to the LEP Board be endorsed; (2) That the Board places on record its appreciation and thanks for the contribution made during their tenures by James Durie and David Pester, who were standing down from their roles as Members of the LEP Board. 	
5	<p>Local Industrial Strategy Update</p> <p>Jess Lee explained that officers were working with Government to launch the West of England Local Industrial Strategy.</p> <p>The Local Industrial Strategy would be structured around the regionally identified key themes as follows:</p> <ul style="list-style-type: none"> • Fostering innovation from research through to commercialisation; • Driving inclusive growth; • Improving business competitiveness; • Investing in the right infrastructure and housing for future growth; <p>Jess also explained the intention to ensure actions support clean growth and tackle climate change.</p> <p>The Chief Executive reiterated that the LIS would be published as a government document and act as a powerful agreed agenda.</p> <p>Stephen Bashford, Head of Business and Skills, spoke to the meeting about the delivery of the Employment and Skills Plan which would be considered by the WECA and Joint Committees. The Skills Advisory Panel would oversee the Plan's implementation.</p> <p>The Chair stated that he felt that this was the most important function of the LEP Board and it was important that the Board all took ownership and worked together to drive the delivery of the agenda and .</p> <p>Agreed:</p> <ol style="list-style-type: none"> (1) That progress towards publishing the Local Industrial Strategy and subsequent implementation planning be welcomed; (2) That the LEP Board takes ownership of the development of the Local Industrial Strategy Implementation plan; 	

	<p>(3) That the LEP Board particularly input into the development of the ideas in the following areas:</p> <ul style="list-style-type: none"> • Global Centre of Innovation Excellence; • Network of Living Lab; • Productivity challenge; <p>(4) That a focussed board meeting be held on each workstream where appropriate;</p> <p>ACTION: That an implementation plan be brought back to the Board in due course</p>	
6	<p>City Leap</p> <p>David White, Head of Energy Services, Bristol City Council presented the City Leap initiative. He explained that the move to a smarter, local, decentralised energy system presented a significant opportunity to decarbonise energy and deliver a wide range of benefits to the region, its businesses and residents. There was a significant opportunity for the business community to play a key role in City Leap, including connecting to heat networks, electrifying vehicle fleets, sharing infrastructure, increasing low carbon generation and reducing costs through greater energy efficiency.</p> <p>The LEP Board was asked to work with the City Leap Energy Partnership to:</p> <ul style="list-style-type: none"> • deliver projects as part of City Leap; • develop shared infrastructure, such as EV charge points, at lower cost than going alone; • 'bulk buy', e.g. solar panels, EVs, to drive down costs for all; • open up access to land/assets to enable the installation of renewable technologies; • connect new and existing city centre buildings to the heat network. <p>The following points were raised during the debate:</p> <ul style="list-style-type: none"> • It was asked how assets were unlocked to provide a return. In reply it was stated that Bristol City Council for instance were landowners of commercial estates so had assets there. An inventory had been drawn up. This gave the opportunity to pool other assets, land, buildings, heat network, etc, which the LEP Board could assist with their networks; • There were 4 main strands for potential investment opportunities in terms of housing: heat networks, smart energy systems, domestic energy efficiency and renewable energy. The Energy Team had been working with social housing colleagues on this issue; • There was a challenge of collaboration of making the best of the available assets across the region; • This had the potential to replace standard thinking around large new communities; • It was requested that LEP Board members contact David White directly with ideas and that further proposals be brought back to the meeting when appropriate. <p>Agreed:</p>	

	<p>(1) That, while the LEP Board were supportive of the idea, it be agreed some preliminary work be carried out to investigate how this could be expanded to benefit the region as a whole;</p> <p>(2) That any further ideas or suggestions be passed to David White directly;</p> <p>(3) That any further proposals be brought back to the LEP Board when appropriate.</p> <p>ACTION: WECA to work with David White to explore how the initiative might be able to support the Energy Strategy Action Plan.</p>	
7	<p>Any Other Business</p> <p>The next meeting was arranged for 9:30am on Tuesday 1 October 2019. The Chair offered to host the meeting at UWE and would confirm whether the venue was available.</p> <p>Future meeting dates were therefore agreed as:</p> <p>Friday 29 November 2019 2pm Friday 24 January 2020 Friday 13 March 2020</p> <p>The following additional issues were raised:</p> <ul style="list-style-type: none"> • Mayor Rees asked that the LEP Board be minded of the imminent change of prime minister and potential opportunities this may bring for the region; • Mayor Rees and Mayor Bowles set out how they were working with the Department for International Trade to maximise the opportunities for the region; • Mayor Rees also confirmed that 11 ZEDpods have been approved in Chalks Road Public Car Park. These innovative modular housing units would enable 11 young people in danger of homelessness to access temporary accommodation; • A query was raised about the role of sector groups. It was agreed that in taking forward the Local Industrial Strategy consideration should be given to representation of groups from the 'super-sectors'. 	
	Tuesday, 1 October 2019, 9.30 am, Not Open to the Public	

**West of England Local Enterprise Partnership
Board meeting – 1st OCTOBER**

LOCAL INDUSTRIAL STRATEGY

Purpose of the report

To update LEP Board Members on progress in developing an implementation plan for the West of England Local Industrial Strategy

To present a more in-depth update on progress in three specific areas:

- Innovation
- Productivity Challenge
- Employment & Skills

To approve proposals for the Skills Advisory Panel

Recommendations

1. Views are sought on the emerging Local Industrial Strategy implementation plan and the ongoing role of the LEP Board in supporting delivery
2. Board members are asked to note the progress reports on Productivity Challenge and Employment & Skills
3. Agreement is sought on the proposals for the Skills Advisory Panel as set out in Appendix Two to this report

Background

1. The West of England Local Industrial Strategy (LIS) was published on 19th July 2019 with a launch event attended by Chris Skidmore, Minister for Business, Energy and Industrial Strategy.
2. Alongside the LIS a next steps document was produced by WECA which sets out the actions identified in the strategy organised by the key themes of:
 - Cross-Sectoral Innovation
 - Inclusive Growth
 - Productivity Challenge
 - Innovation in Infrastructure
 - Clean Growth

3. The WECA Business Plan for 2019/20 has been updated to reflect publication of the LIS and the [mid-year update](#) has been published on the website.
4. We are now working to bring together the LIS implementation plan with the WECA Business Plan for 2020/21. This will be developed in parallel with the 2020/21 budget and both will be brought to WECA and Joint Committee on 31st January 2020.
5. To deliver the LIS as a region we will need to continue to work together, sharing ideas and bringing people together. We are keen to develop a delivery plan that is truly regional, and not just limited to activities funded and delivered by WECA.
6. We are developing a high-level plan of key deliverables and events and are exploring how we can engage with key partners to ensure that this reflects activities across the region that together will help us achieve our ambition.
7. Further details of our work to deliver the Productivity Challenge and Employment & Skills plan are included as appendices to this document.

Appendix One – Productivity challenge

Appendix Two – Employment and skills implementation plan and Skills and Advisory Panel proposal

Authors: Jessica Lee, Lynda Bird, Stephen Bashford

**West of England Local Enterprise Partnership
Board meeting – 1st October 2019**

**IMPLEMENTING THE LOCAL INDUSTRIAL STRATEGY PRODUCTIVITY
CHALLENGE**

Purpose of the report

1. To update on implementation planning for the Productivity Challenge described in the West of England Local Industrial Strategy.

Recommendation

To note progress and advise on the direction of travel set out.

Background

2. The Local Industrial Strategy includes the action *to set a productivity challenge for businesses to improve their performance by putting modern technology, inclusion, and leadership practices at the heart of their operations, including:*
 - *Work with Be the Business to develop a plan to support productivity growth at firm level, providing the inspiration, practical tools and guidance to encourage SMEs to become more productive.*
 - *Evolve the West of England Growth Hub offer to include tailored specialist advice, export support, technical support on environmental sustainability and development of peer learning networks based on specific places or across sectors."*
 - *Activities in development.*

Summary of activities in development

3. **Be the Business local programme:** WECA is in discussions with Be the Business – a government backed productivity think tank – about a range of tools which are nationally available but could be better tailored and amplified regionally. These include:
4. *Mentoring through Growth* – Mentors from leading firms are matched with SME owners to improve performance by increased leadership practices. The programme has commenced and a 'Mentoring through Growth' advisor started in September 2019 as a shared resource between West of England and Gloucestershire LEPs.
5. *Productivity through People* – A transformative programme for SME leaders already established in the North East, the Midlands and London, this activity would support a cohort of senior leaders through an intensive 12-month programme to transform working practices and productivity.

6. *Benchmarking* – a free to use SME self-diagnostic tool that will be embedded in the West of England Growth Hub portal to enable SMEs to benchmark productivity and management practices with industry level comparisons. This will lead to a result-driven local call to action.
7. *Collaboration Networks* – building on the region’s many successful sector networks, a suite of peer to peer activities to share experience, stories and advice will be developed. Working with established networks to identify useful activities such as peer learning, business open days, reference visits, business placements and advisory board roles.
8. *Tech adoption* – following consultation with businesses from across the country, including a highly productive roundtable in the West of England, a new product based on the Be the Business tool is about to be launched. This will provide specialist support to SMEs on exploration and adoption of technology including understanding risks, resilience, and the significant opportunity and productivity gains achievable.
9. **Developing the West of England Growth Hub offer:** Building on the Growth Hub platform already in place, a new focussed programme of SME engagement will be brought forward. This will include the development of shared content and case studies for use in peer to peer support and within the stakeholder network. Other activity includes:
10. *Intellectual Property to protect and succeed* – expert resource embedded within the Growth Hub and shared with the Government IP Office providing information, advice and guidance to help companies using tools such as IPEquip, IPCheck, IP B2B Toolkit and IP for Investment tools.
11. *Better Business for All* – already an established programme to enable connectivity between economic development and regulatory functions within local government, there is an opportunity for a deeper level of support to reach out to SMEs.
12. *Greater Access to Economic Opportunity* – a programme of engagement to ensure productivity and enterprise support is targeted at priority neighbourhoods which face a plethora of socio-economic barriers to accessing enterprise support.
13. *SME Public Procurement* – working with public sector bodies across the West of England to widen opportunity for SMEs to engage in public procurement; to establish standard protocols and increase communication. Also, exploring how social value procurement can maximise the employment and supply chain benefits of WECA’s own spending.
14. **West of England Scale Up Programme:** building on the West of England Scale-up Enabler work, we will explore options for a high impact enterprise scale-up programme focused on coaching, investment and workspace. We have engaged expert support to

help shape the programme based on what is current available in the market and where there are gaps.

15. **Inward Investment and Exporting:** Following a review of the West of England Inward Investment Service “Invest Bristol and Bath”, funding has been secured to continue operating for a further five years. Working closely with Unitary Authority colleagues our active programme of business development and lead generation, will increase trade and investment performance by working with the Department for International Trade to target new growth markets, building on our specific sectoral strengths.
16. *Export Support Project* – working with DIT we will develop a close working relationship with the International Trade Advisor network to explore opportunities for bi-lateral activities across investment and trade; this will focus on market analysis, SME trade advice, trade and investment missions, trade matching and access to markets.

Next Steps

17. A portfolio of activities is in development which will form a business case to be taken forward to the December Joint Committee for outline funding approval. This suite of activities is being developed to provide interventions where market failure or additional value is recognised. This will be led by the Combined Authority but developed in partnership with the Local Authorities Economic Development Managers and key stakeholders.

Author: Antony Merritt

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**West of England Local Enterprise Partnership
Board meeting – 1 October 2019**

LIS INCLUSION THEME: EMPLOYMENT AND SKILLS UPDATE

PURPOSE OF THE REPORT

1. This report provides the LEP Board with an update on progress in relation to employment and skills related activity included in the inclusive growth theme of the West of England Local Industrial Strategy (LIS).

RECOMMENDATION

The LEP Board is asked to:

- Note progress to date and anticipated next steps.

BACKGROUND

2. A number of employment and skills related actions were agreed as part of the West of England LIS, including delivery of the full regional Employment and Skills Plan (E&S Plan) that was developed alongside the LIS.
3. The E&S Plan contains 11 initial actions that have been agreed for the region alongside a set of outcomes that we will be tracking to ensure the plan is contributing to achieving our regional ambition to drive clean and inclusive growth. This paper provides an initial update on progress against the 11 actions in the plan.
4. To provide oversight for the delivery of the E&S Plan, a Skills Advisory Panel (SAP) is being established, ensuring we have expert oversight in place to continue building our understanding of the current and future labour market. The LEP has a separate paper on the establishment of the SAP.

PROGRESS UPDATE: IMPLEMENTING THE WEST OF ENGLAND EMPLOYMENT AND SKILLS PLAN

5. As highlighted above, the E&S Plan sets out 11 initial actions to deliver on our collective ambition that *'By 2036, the West of England will be internationally recognised for its sustainable, inclusive and diverse economy, providing a high quality of life, prosperity and opportunities for all its residents. Our people will be skilled, healthy and able to access pathways of opportunity to achieve their potential. Our businesses will play an active role in shaping employment and skills provision across the region and they will be able to find the skills and talent they need to innovate, add greater value and thrive.'*

6. To help us understand if the action we are taking is having impact, the plan identified a range of outcome measures that we will track over the coming years. Table 1 sets out the baseline position against these measures. A reporting schedule will be agreed with the SAP once this Panel is in place.
7. Each project developed under the plan will have its own set of outcome metrics but each will feed into the headline outcomes the region has agreed it would like to see, ensuring the plan is delivering positive outcomes for local residents and businesses.

TABLE 1: E&S PLAN OUTCOME MEASURES

INDICATOR	BASELINE
1. Increase the proportion of 16-18 year olds in education, employment or training (EET)	6.6% of 16 and 17 year olds were not in education, employment or training at the end of 2017 (Source: DfE)
2. Increase the educational attainment among young people	The average attainment 8 score was 46.2 for all pupils in 2017/18 (Source: DfE)
3. Increase the proportion of young people (KS5) progressing to any sustained education destination	53% of students progressed to a sustained education destination after key stage 5 (state funded mainstream schools and colleges) in 2016/2017 (Source: DfE)
4. Increase the proportion of young people (KS5) progressing to higher education destinations	41% of students progress to Higher Education (level 4 and above) after key stage 5 (stage funded mainstream schools and colleges) in 2016/17 (Source: DfE)
5. Reduce the number of people who are unemployed or inactive but wish to work	In Dec 2018 there were 20,500 people unemployed in the West of England and 27,300 who were inactive who wanted a job, therefore 47,800 in this group (Source: Annual Population Survey)
6. Significantly increase the proportion of people with Level 2+ qualifications	In Dec 2018, 18.2% (133,000) of 16-64 year olds did not have a Level 2 qualification (Source: Annual Population Survey)
7. Increase the proportion of people with Level 3+ qualifications	In Dec 2018, 66.5% of 16-64 year olds had a Level 3 or higher qualification (Source: Annual Population Survey)

8. Increase the proportion of people with Level 4+ qualifications	In Dec 2018, 46.3% of 16-64 year olds had a Level 3 or higher qualification (Source: Annual Population Survey)
9. Decrease the proportion of people earning less than the Living Wage	19% of workers received less than the Real Living Wage (gross hourly pay, total workers, workplace analysis) in 2018. (Source: Annual Survey of Hours and Earnings, https://www.livingwage.org.uk/calculation)
10. Increase median earnings	In 2018, the median gross hourly pay was £13.30 (Source: Annual Survey of Hours and Earnings)
11. Increase the proportion of employees supported by their employer to receive training	In 2017, 66.09% of staff received training from their employer (Source: Employer Skills Survey)
12. Reduce the number of employers with Hard to Fill Vacancies	In 2017, 13% of establishments had at least one vacancy that was hard to fill (Source: Employer Skills Survey)
13. Significantly increase take up apprenticeships	In 2017/19 7,590 people completed an apprenticeship in WECA (Source: SFA, Statistical First Release)
14. Increase GVA/hour worked	In 2017, the GVA per hour worked was £33.7 in the West of England (Source: ONS)

8. Activity is already underway against a number of the initial strategic actions that were agreed in the E&S Plan. The table below provides the LEP Board with a brief update. A full E&S Implementation Plan is in development, which will provide detail on the proposed activity and timescales for those actions where we do not yet have plans in place.

TABLE 2: E&S PLAN STRATEGIC ACTIONS, PROGRESS UPDATE

ACTION	PROGRESS TO DATE	NEXT STEPS	NEXT KEY MILESTONE
1. Work towards a more integrated regional skills function (providing intelligence and co-ordination)	<ul style="list-style-type: none"> Proposals for establishment of SAP developed Work underway to explore data and intelligence in place across region Analysis of future labour market trends by sectors and occupations planned 	<ul style="list-style-type: none"> SAP membership and ToR to be agreed at first meeting in October Meet with relevant UA analysts to map current picture and gaps in our intelligence base 	<ul style="list-style-type: none"> Initial meeting Oct 2019 Initial meetings within 6 weeks
2. Co-design activities which challenge and support our schools to improve outcomes and raise aspiration among young people	<ul style="list-style-type: none"> Not yet started, action to be framed through E&S Implementation Plan development CIAG project detailed below will help inform this action 	<ul style="list-style-type: none"> Full E&S Implementation Plan to be developed 	
3. Enhance careers education, advice and guidance through expansion of the Careers Hub model	<ul style="list-style-type: none"> Careers Hub expansion bid successful, circa £200K per annum investment to ensure progress against government's Gatsby Benchmarks. 74/76 Schools and Colleges across region have signed a MOU and meetings with all head teacher completed Eight cornerstone employers signed-up to support Hub activity 	<ul style="list-style-type: none"> Meetings with each new institution signed up to the Careers Hub underway Continued drive to recruit to a diverse Enterprise Advisers network to link with schools/colleges 	<ul style="list-style-type: none"> Establish new stakeholder engagement strategy and revised governance

	<ul style="list-style-type: none"> • Scope for an initial research project to help understand current strengths and challenges associated with CIAG provision has been developed to unlock Investment Fund allocation 	<ul style="list-style-type: none"> • Investment Fund decision due October 2019 	<ul style="list-style-type: none"> • Investment Fund decision (Oct) • Appointment of research capacity
4. Secure investment for a community grant scheme for projects targeting local need or specific hard to reach groups	<ul style="list-style-type: none"> • Not yet started, action to be framed through E&S Implementation Plan development 	<ul style="list-style-type: none"> • Full E&S Implementation Plan to be developed 	
5. Infrastructure to connect people to employment and skills opportunities	<ul style="list-style-type: none"> • West of England Institute of Technology (IoT) – funding from DfE (£14m) confirmed with WECA Investment (£0.5m) for development phase. FE/HE/Business consortium led by Weston College. Will utilise existing facilities and provide a virtual platform to ensure STEM education and training at Level 4 and above responds to workforce development needs. • Full E&S Implementation Plan to be developed 	<ul style="list-style-type: none"> • Contract award completion and soft launch of IoT planned • Appraisal of existing HE/FE capital investment and future plans being planned 	
6. Support effective retraining opportunities across the region	<ul style="list-style-type: none"> • Women into Digital, Jobs, Education & Training (WIDJET) a programme to support 350 women develop new digital skills is now operating. Initial £350K investment. 	<ul style="list-style-type: none"> • Continued engagement activity • Learning from WIDJET is being captured, to 	

	<ul style="list-style-type: none"> Over 150 women have been engaged to date. Mix of delivery partners including Bath College, boomsatsuma, DOT PROJECT, Knowle West Media Centre, and Mayden Academy Roll out of National Retraining Scheme in the West of England coming soon 	help inform plans for future activity.	
7. Develop Future Bright Plus	<ul style="list-style-type: none"> Full business case for expansion of Future Bright programme developed, building on evidence of impact achieved through initial pilot The project will invest £3.6m over 3 years to kick-start career progression for 4,000 residents with income increase for 25% of participants at a total of £7.2 million over 7 years. 	<ul style="list-style-type: none"> Business Case to be considered by WECA Committee Oct 2019. 	<ul style="list-style-type: none"> Anticipated start date for FB Plus – April 2020.
8. Development of the Apprenticeship Hub	<ul style="list-style-type: none"> Analysis of existing provision and best practice underway. 	<ul style="list-style-type: none"> Full scoping study and options to be developed. 	
9. Develop an Adult Education Budget Commissioning Strategy	<ul style="list-style-type: none"> 2019/20 AEB delivery has now commenced for circa £15m investment in adult skills across the WECA area Learning from provision this year will help shape an AEB Commissioning Strategy, with more fundamental change anticipated post 2021 	<ul style="list-style-type: none"> Prepare for mid-year reconciliation point Development of 20/21 allocations process Identification of initial changes for 2020/21 onwards. 	<ul style="list-style-type: none"> Mid-year reconciliation point Development of AEB data management resources

<p>10. Develop initiatives to help employers plan for skills needs of the future (i.e. Workforce for the Future, Growth Hub)</p>	<ul style="list-style-type: none"> • Workforce for the Future (WFTF) is an £8m programme that will work with SMEs to improve their future skills planning. Full funding anticipated to be secured soon • An initial project, focused on supporting development of Creative Careers (aligned to opening of Channel 4 Creative Hub), is due to begin operating in November 	<ul style="list-style-type: none"> • Launch of Creative Careers programme • Development of further work packages underway • Confirmation of full funding expected over coming months. 	<ul style="list-style-type: none"> • Calls for other WFTF funded projects will commence before Christmas and then at regular intervals throughout 2020.
<p>11. Supporting key growth sectors and innovation</p>	<ul style="list-style-type: none"> • The LIS set out proposals for the Global Centre of Innovation Excellence (GCIE). As detailed in the innovation update to the LEP Board, work to progress the GCIE is underway. Talent development will be integral to realising ambitions • Digital Engineering Technology Institute (DETI) project has established separate workforce development strand led by UWE • Development of 'Working Well Institute' continues – partnership between B&NES, University of Bath, Bath Spa and Bath College • Creative Careers project included above 	<ul style="list-style-type: none"> • Further development of GCIE concept and complementary skills interventions 	<ul style="list-style-type: none"> • Tangible progress in business case development by end of 2019

9. Plans in relation to the actions that have not yet started will be developed over the coming months.

NEXT STEPS

10. A full implementation plan is in development, this will set out next steps for delivering actions that have not yet been started.
11. The SAP will be established over the coming weeks. This Panel will provide ongoing oversight and expert insight to support the delivery of the E&S Plan.

**West of England Local Enterprise Partnership
Board meeting – [1st October 2019]**

ESTABLISHING A WEST OF ENGLAND SKILLS ADVISORY PANEL

Purpose of the report

1. To set out a proposed approach to establishing a West of England Skills Advisory Panel, aligned with government's requirements, to oversee the strategic implementation of the Employment and Skills Plan.

Recommendation

2. To agree the overall approach to establishing the Skills Advisory Panel, including specifically:
 - Role of the Skills Advisory Panel as defined in par 10
 - Relationship with existing governance as described in par 11
 - Proposed membership of the Skills Advisory Panel and nomination of two LEP Board members (including the Chair)
 - Next steps to formally establish the Skills Advisory Panel

Background

3. In December 2018, Government issued guidance for the creation of Skills Advisory Panels (SAPs) to support Mayoral Combined Authorities (MCAs) and Local Enterprise Partnerships (LEPs) to fulfil their local leadership role in the skills system, by helping them understand their current and future skills needs, and labour market challenges.
4. The guidance sets out that SAPs will be local partnerships aiming to strengthen the link between public and private sector employers, local authorities, colleges and universities. It recommends that, where existing employment and skills boards are functioning well, they will take on the SAP function (in addition to any other responsibilities they hold) rather than creating a new body.
5. Alongside these policy objectives, Government has also provided a clear view through the guidance on the makeup, complementarity, and role of the SAPs within each area.

Headline points include:

- SAPs must adequately reflect the economic geography of their LEP areas in their membership, including a good balance of employers, providers, public sector partners and the third sector.
- SAPs must also include membership from national agencies, including the local area leads for ESFA, Cities and Local Growth Unit, and Jobcentre Plus.

- SAPs should be no bigger than 15-20 formal members, though can include support and analytical members with observer status.
 - SAP Board members will be expected to be able to demonstrate clear knowledge of the skills needs of the economy and speak authoritatively on the topic. Board members collectively will also be able to understand financial and resources matters linked to skills provision.
 - In the first instance, SAPs will be advisory, shaping and guiding the content of the People strand of the LIS and wider skills prioritisation with partners. However, they will also have specific roles within T Level promotion, informing the Careers Service, and supporting ESFA, DfE and DWP in prioritisation activity.
6. Alongside guidance on the establishment of SAPs, Government also announced a one-off grant of £75,000 for each LEP to establish / reinforce SAP intelligence and analytical capability.

Current Position

7. In line with guidance and the emerging requirements of the LIS process, the West of England LEP/WECA, is now required to formally establish a SAP. This needs to be fully integrated within our wider governance structure and able to play a full role in shaping the implementation of LIS and Employment and Skills Plan (E&S Plan).
8. The West of England is in a strong position to do this following the recent development and publication of the E&S Plan. Indeed, a bespoke 'Skills Expert Group' was set up to help shape this and ensure the Plan was reflective of a range of stakeholder views and robust intelligence. The Expert Group will now be superseded by the SAP.
9. Regarding intelligence capacity, WECA has utilised SAP capacity funds to develop the evidence for the Local Industrial Strategy with specific technical capacity to support the E&S Plan. A significant evidence base was built up to underpin the LIS/E&S Plan and WECA's economic analysis unit, working with colleagues in the constituent UAs, will ensure this is a rich source of intelligence for the Skills Board, SAP and LEP.

Proposed way forward

ROLE OF THE WEST OF ENGLAND SAP

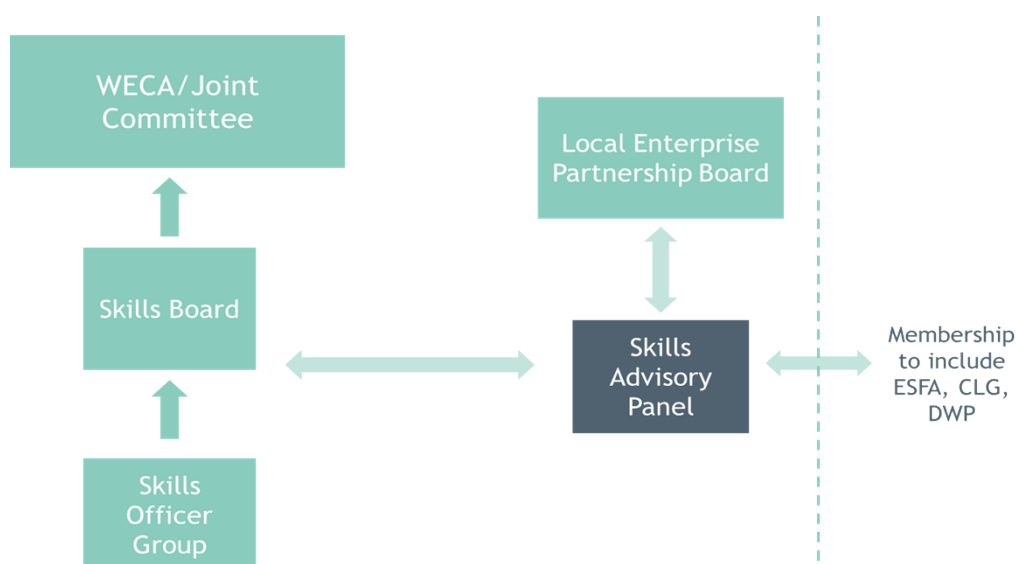
10. The purpose of the West of England SAP will be to oversee the strategic implementation of the LIS and supporting E&S Plan. In line with government guidance, it will do this by:
- Providing **strong leadership on skills prioritisation** within the West of England area, engaging with employers and providers and providing **skills advice to the LEP and WECA to shape delivery**.
 - Developing a clear understanding of **current and future skills needs** and the West of England labour market, including:
 - The development of a **robust shared evidence base** for the skills and labour market analysis, which identifies areas of needs and opportunity; and

- The development of a clear understanding of **existing provision** within the West of England, including the extent to which is addressing gaps.
- Acting as **co-ordinator** of local skills providers, and ensuring alignment of delivery against identified employment and skills needs.
- Working closely with **careers advisory services (including National Careers Service/Careers Hub)** to ensure learners are properly informed about local career routes and opportunities.
- Raising the profile of **apprenticeships and T Levels agendas** with local employers and providers.
- Advising where **skills and labour market resource should be directed**.
- Sharing **analysis and best practice** with partners, including Government and other SAPs, to improve overall efficiency within the skills landscape.

RELATIONSHIP WITH EXISTING GOVERNANCE

11. It is important that the new SAP is complementary to the existing regional governance. In theory, the SAP will facilitate more informed and evidence led decisions to ensure that delivery against the LIS and E&S Plan is grounded on real economic need. Figure 1 below sets out a simple schematic illustration for how the SAP will perform its role within the existing WECA governance.

FIGURE 1: WEST OF ENGLAND SAP & EXISTING GROUPS



NB other Regional Boards (Business, Transport, Housing and Planning) and LEP sub-groups removed to illustrate direct relationships with SAP; however, in practice information flows will need to work across all Boards

12. In effect, the SAP will be a 'strategic advisor' on employment and skills matters to the LEP Board, which will have strategic oversight of delivery of the LIS and its four thematic priorities.
13. It will also provide expert support to the Skills Board for its role in the "development, delivery and implementation of policies, strategies and schemes". For example, recommendations on funding made to the Joint/WECA committee will seek a technical input from the SAP to ensure delivery is focussed on economic need and aligned with existing national, regional and local delivery.
14. Information and intelligence will need to flow freely between all Boards and Panels to ensure effective advice and decision making in implementing the LIS/E&S Plan. Timings of meetings will also need to be finely tuned to ensure smooth passage of recommendations and decisions.

MEMBERSHIP OF THE SAP

15. LEPs were established as a partnership between business and local government, alongside other public, private and voluntary and community organisations. It is recommended, therefore, that membership of the SAP will be agreed by the LEP Board in accordance with government's guidance for SAPs.
16. It is proposed that the Chair of the SAP will be an existing member of the LEP Board, appointed by the Board with the necessary skills and knowledge to perform the role. The Chair will formally report back to the LEP Board alongside other LIS thematic leads.
17. The proposed make-up of the SAP based around government guidance is set out in Figure 2 below. In addition to the above membership, the Board will also be attended by relevant observers and experts depending on the agenda.

FIGURE 2: PROPOSED SKILLS ADVISORY PANEL

Role/Representative	Organisation
Chair	LEP Board Member (private sector or provider)
Business	LEP Board Member (private sector or provider)
Business	Chamber of Commerce or FSB
Business	Confederation of British Industry (CBI)
Local Authority	West of England Combined Authority
Local Authority	West of England Unitary Authority
Provider	Higher Education Representative
Provider	Further Education Representative
Provider	Schools Representative
Provider Network	Training Provider Network Provider
Third Sector	Voluntary, Community and Social Enterprise
Health Sector	Public Health England or Health Education England
Agency/Government	Employment and Skills Funding Agency
Agency/Government	Cities and Local Growth Unit Rep

Agency/Government	JobCentre Plus Representative
Trade Union	South West TUC
Diversity Champion	TBC

TERMS OF REFERENCE

18. Terms of reference will be developed in detail in due course in collaboration with appointed Chair and agreed by SAP; however, these are likely to include:

- **Meetings:** It is suggested that the SAP will meet six times a year to mirror Skills Board and LEP Board meetings. Meetings will be held at various locations across the West of England region.
- **Conflicts of Interests:** The SAP will often be involved in commenting on or advising on policy and/or funding recommendation. Conflicts of Interests will be managed in the same way as for the LEP Board.
- **Administration:** WECA officers will provide executive support to the SAP. Any changes to ToR or membership of the SAP to be determined by the LEP Board.

NEXT STEPS

19. Following agreement by LEP Board, it is suggested that the appointed Chair work with WECA's Head of Business & Skills (in consultation with UA Skills Leads) to assign individuals against the organisational groups highlighted above.

20. The Chair of the SAP will formally invite members to join the SAP with the aim of holding an inaugural meeting in late October 2019. A progress report will be presented to the LEP Board at its next meeting.

Author: Stephen Bashford

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**West of England Local Enterprise Partnership
Board meeting – 1 October 2019**

Local Growth Fund Progress Update

Purpose of the report

1. To report on progress with the delivery of the Local Growth Fund programme and the current position regarding spend within the required timeframe.

Recommendation

To note the Quarter 1 19/20 LGF dashboard, the forecast spend position and risks.

Background

2. A spreadsheet based update on progress with the delivery of the LGF programme is provided quarterly to the Cites and Local Growth (CLoG) Unit. This includes a dashboard which summarises progress with each project and the LGF programme overall.
3. Guidance requires that 'before submitting to CLoG, you must have appropriate sign off [of the dashboard] by the LEP Board (or Chief Exec if this is not possible in a particular quarter) and the Section 151 Officer.'
4. At the LEP Board meeting in January 2019 it was agreed that where reporting cycles align, then the dashboard will be provided to the LEP Board for approval, but where this is not possible sign off will be via the LEP Chair and Chief Executive.
5. The Quarter 1 19/20 dashboard, which is shown in Appendix 1, was signed off by the LEP Chair and Chief Executive and submitted to CLoG in September.

Current Dashboard

6. There remains a requirement from Government that all LGF funds are spent by March 2021. As would be expected given this end date, the LGF programme is now in a mature state and only 5 schemes remain to be fully approved. Recent steps have derisked LGF spend by March 2021 in particular the movement of the Quantum Technologies Innovation Centre out of the LGF and into the UK Shared Prosperity Fund (or equivalent) underwritten by the WECA Investment Fund. Further it is recommended to the Joint Committee in October that £4.6m of LFG funding for the implementation of MetroWest Phase 1 (planned in 21/22) is swapped with EDF funding for Cribbs Patchway MetroBus Extension.
7. The LGF is £11.8m overprogrammed which appears at a suitable level to manage the risk of slippage amongst the remaining schemes and be confident of full grant spend.

Not having to rely on a time extension, if offered, would also send a positive message to Government about our ability to manage devolved funding.

8. That is not to say that the programme does not require ongoing attention to ensure delivery and spend are achieved. To provide an overview, Table 1 shows the schemes within the programme that appear to represent a risk of full spend by March 2021. The risk rating is different from that shown in the dashboard in Appendix 1 as this shows the rating derived from changes since the last reported position.

Table 1: Scheme in LGF Programme Assessed as Presenting Red or Amber/Red Risk of Full LGF Spend

Scheme	Promoter	Status	Current Forecast		Spend Confidence RAG
			Completion Date	LGF Spend in 20/21 (% of Total)	
SGC Sustainable Transport Package	SGC	Approved	Mar 21	£1.16m (41%)	AR
A4018 Corridor Improvements	BCC	Programme Entry	Mar 21	£2.89m (93%)	R
Bath Quays Bridge	B&NES	Approved	Dec 20	£249k (13%)	AR
Composite Bridge Construction	SGC	Approved	Mar 21	£3.08 (61%)	AR
Umbrella	SGC	Approved	Mar 21	£1.5m (42%)	R
South Bristol Construction Centre	CoB College	Approved	May 21	£3.93m (66%)	AR
STEAM Centre	SGS College	Approved	Mar 21	£5.19m (81%)	AR
Digital and Creative Innovation Centre*	Bath College	Programme Entry	TBC	£9.07m (TBC)	R

* Note: The Digital and Creative Innovation Centre currently sits outside the programme (and the £11.8 overprogramming) with the position of this scheme to be reviewed once planning consent has been secured and design progressed.

9. For context the total forecast LGF spend in 20/21 for the first seven schemes above is £18m and the overall total across the entire programme for that year is £46m. Of this some £34m needs to be delivered to ensure full spend.
10. Whilst it appears that we are currently well placed to deliver full grant spend it is suggested that the LEP Board continues to receive periodic updates on the position. Officers will continue to keep progress against the overall LGF programme under review and recommend any relevant changes to the programme and/or funding swaps where relevant.

Author: Pete Davis

LEP Name West of England LEP

This Quarter: Q1_1920

Deliverables Progress									
Housing	This Quarter		15-17	Financial Year					Total
				17-18	18-19	19-20	20-21	21-25	
Houses Completed	0		0	0	0	0	0	-	0
Forecast for year	183		-	0	0	183	363	1,032	1,578
Progress towards forecast	0%		-	-	-	0%	0%	-	0%
Jobs									
Jobs Created	360		85	676	1,045	360	0	-	2,166
Apprenticeships Created*	0		227	767	80	0	0	-	1,074
Jobs including Apprenticeships	360		312	1,443	1,125	360	0		3,240
Forecast for year	1,275		286	1,443	1,125	1,275	1,874	3,995	9,998
Progress towards forecast	28%			100%	100%	28%	0%	0%	32%
* Apprenticeships included within jobs totals prior to 2017									
Skills									
Area of new or improved floorspace (m2)	0		7,630	12,031	0	0	0	-	19,661
Forecast for year	11,713		7,630	12,031	0	11,713	13,532	0	44,906
Progress towards forecast	0%			100%	-	0%	0%	-	44%
Number of New Learners Assisted									
	0		597	1,189	1,299	0	0	-	3,085
Forecast for year	2,752		479	1,189	1,299	2,752	143	1,275	7,137
Progress towards forecast	0%			100%	100%	0%	0%	-	43%
Transport									
Length of Road Resurfaced	0		0	0	2	0	0	-	2
Length of Newly Built Road	0		0	0	0	1	0	-	1
Length New Cycle Ways	0		8	10	4	9	0	-	31

Project RAG Ratings				
Project Name	Previous Quarter Q4_1819	This Quarter Q1_1920	Project Name	This Quarter Q1_1920
Weston College Law & Professional Services Ac	N/A	N/A	InnovationTheme	N/A
Sustainable Transport Package 15/16	N/A	N/A	Business Support Theme	N/A
MetroWest Phase 2	AG	G	Bristol Virtual Reality Lab	A
Future Technology Centre	N/A	N/A	Bristol SETsquared Centre Urgent Expansion	N/A
Open Programmable City Region	A	AG	Bath Quays South Ph1a Enabling Infrastructure	AR
Bristol Robotics Laboratory and University Enter	N/A	N/A	Bath Quays North Ph1b Relocation of Coach Park	G
Composites Bridge Construction	G	G	Colston Hall Phase 2 Transformation Project	AR
West of England Growth Hub	N/A	N/A	MetroBus	N/A
MetroWest Phase 1	N/A	A	Weston-super-Mare Town Centre Transport Enha	A
Aerospace Bristol (formerly Bristol Aerospace C	N/A	N/A	Weston College Health and Active Living Centre	AG
Sustainable Transport Package 16/17	N/A	N/A	Weston College Construction Skills Centre	AG
City of Bristol College Advanced Engineering Ce	G	N/A	FoodWorksSW Innovation Centre	A
Bristol & Bath Cultural Destinations Media Bank	G	N/A	A39/A368 Marksbury Junction Improvement Sche	G
B&NES Construction Skills Centre	N/A	N/A	Bromley Heath Viaduct	N/A
Aztec West Roundabout	N/A	N/A	Bristol and Bath Science Park Purchase	N/A
North Somerset Enterprise Technology College	N/A	N/A	Institute of Advanced Automotive Propulsion Syst	AG
North South Link and West Wick Roundabout	AG	A	Bath Quays North Infrastructure Development Wo	G
Saw Close	N/A	N/A	STEAM Centre	N/A
Health Technology Hub	N/A	N/A	Animal Management Centre	N/A
Superfast Broadband (SGC)	A	A	Keynsham Town Centre Improvements	N/A
Town Square Weston-super-Mare	A	AG	South Gloucestershire Sustainable Transport Pac	N/A
Bath Quays Bridge	AR	G	-	-
Cattle Market Road Demolition Works	AG	G	-	-
NTPProStruct	N/A	N/A	-	-
Sustainable Transport Package 17/18	AR	AG	-	-
BEMA Training Centre	G	G	-	-
Transport Theme	N/A	N/A	-	-
Skills Theme	N/A	N/A	-	-
Digital/Internet Infrastructure	N/A	N/A	-	-
Cultural Sector Theme	N/A	N/A	-	-

Growth Deal Performance	Area lead comments
AG	

Financial Progress							
LGF Award	2015-16 £16,600,000	2016-17 £42,406,588	17-18 £49,831,528	18-19 £45,370,085	19-20 £13,575,065	20-21 £34,312,381	Total £202,095,647

LGF Outturn	This Quarter		15-17	Financial Year				Total
				17-18	18-19	19-20	20-21	
Actual	£ 4,612,943		£ 55,347,031	£ 18,922,102	£ 39,608,253	£ 4,612,943	£ -	£ 118,490,329
Forecast for year	£ 57,167,224		£ 55,347,031	£ 18,922,102	£ 39,608,253	£ 57,167,224	£ 31,051,037	£ 202,095,647
Progress towards forecast	8%		100%	100%	100%	8%	0%	59%

LGF Expenditure							
Actual	£ 4,612,943		£ 55,347,031	£ 18,922,102	£ 39,608,253	£ 4,612,943	£ -
Forecast for year	£ 57,167,224		£ 55,347,031	£ 18,922,102	£ 39,608,253	£ 57,167,224	£ 31,051,037
Progress towards forecast	8%		100%	100%	100%	8%	0%

Non-LGF Expenditure							
Actual	£ 3,771,645		£ 77,529,857	£ 25,017,260	£ 56,583,046	£ 3,771,645	£ -
Forecast for year	£ 81,730,735		£ 77,529,857	£ 25,017,260	£ 56,546,052	£ 81,730,735	£ 99,772,557
Progress towards forecast	5%		100%	100%	100%	5%	0%

Total LGF + non-LGF Expenditure							
Actual	£ 8,384,588		£ 132,876,888	£ 43,939,362	£ 96,191,299	£ 8,384,588	£ -
Forecast for year	£ 138,897,959		£ 132,876,888	£ 43,939,362	£ 96,154,305	£ 138,897,959	£ 130,823,594
Progress towards forecast	6%		+100%	+100%	+100%	+6%	+0%

Contractual Commitments (manual entry)							
Forecast			15-17	17-18	18-19	19-20	20-21
Actual			£ 55,347,031	£ 18,922,102	£ 39,608,253	£ 46,591,228	£ 15,958,432
Variance			+0%	+0%	+0%	+0%	+0%

Commentary
To date 21 projects have completed, with 3 of these completing in the first quarter of 2019/20 (the Weston College Health & Active Living Skills Centre and Construction Skills Training Centre both completed in April 2019 & the Cattle Market Road demolition works project completed in June 2019). A further eight projects are forecasting completion in 2019/20.
Four additional schemes have been added to the programme this quarter - two transport focussed schemes - Keynsham Town Centre Improvements and South Gloucestershire STP 2018/19 and two skills projects - Weston College Animal Management Centre and South Gloucestershire & Stroud College's STEAM Centre. With the new projects, and those forecasting to complete in 2019/20, spend this year should compensate for lower than anticipated levels in 2018/19.
In terms of key risks to the programme, several schemes remain to be fully approved including MetroWest Phase 1, although overprogramming continues to be used to help manage this. The LEP Board receive a regular dashboard report for schemes across the LEP funding programme, and where schemes present 'Red' or 'Amber Red' ratings this triggers a deep dive. To derisk delivery of the Quantum Technologies Innovation Centre project this has been reallocated to the emerging UKSPF (or similar) underwritten by the WECA Investment Fund. Lack of certainty regarding the UKSPF will increasingly become an issue in balancing out delivery and overprogramming.
End of project reports continue to be submitted by scheme promoters allowing immediate outputs and outcomes apparent at project completion to be captured. Evaluation reports, requested at 1 year post completion, are now being produced for a number of projects.
We remain on track to exceed the Growth Deal job and match funding targets. With overprogramming and flexible use of funding pots we are confident we can deliver full LGF spend by March 21.

Name Malcolm Coe
Signature
Date 9 August 2019

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