



Please reply to:

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Date: 30 May 2022

Notice of meeting

Economic Development Committee

Date: Thursday, 9 June 2022

Time: 7.00 pm

Place: Council Chamber, Knowle Green, Staines-upon-Thames, TW18 1XB

To the members of the Economic Development Committee

Councillors:

C.F. Barnard (Chairman)	S. Buttar	H. Harvey
V.J. Leighton (Vice-Chairman)	T. Fidler	T. Lagden
A. Brar	A.C. Harman	L. E. Nichols

Substitute Members: Councillors C. Bateson, S.M. Doran, O. Rybinski and B.B. Spoor

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

1. Apologies and Substitutes

To receive any apologies for absence and notification of substitutions.

2. Minutes

5 - 8

To confirm the minutes of the meeting held on 22 March 2022 as a correct record.

3. Disclosures of interests

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

4. Questions from members of the Public

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. Ward Issues

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

At the time of publication of this agenda no ward issues were received.

6. Shared Prosperity Fund

9 - 18

The committee are asked to

- 1) Agree that an Investment Plan is developed
- 2) Agree to set up a Shared Prosperity Fund Task Group and agree the draft terms of reference
- 3) Recommend that a final report on the Investment Plan is submitted to Corporate Policy and Resources Committee for decision on 11 July 2022.

7. Corporate Recovery Plan

19 - 24

To receive an update in relation to the Corporate Recovery Plan with reference to Economic Development.

8. Additional Restrictions Grant Allocations

25 - 28

To receive an update in relation to the allocation of Additional

Restrictions Grant funding to businesses within the borough.

9. Surrey Delivery Board (Economic Development Update) - Verbal Update

To receive a verbal updated on the Surrey Delivery Board.

10. Forward Plan

29 - 32

To consider the Forward Plan for committee business.

11. Urgent business

To consider any business deemed as urgent by the chair.

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**Minutes of the Economic Development Committee
22 March 2022**

Present:

Councillor C.F. Barnard (Chairman)
Councillor V.J. Leighton (Vice-Chairman)

Councillors:

A. Brar	T. Fidler	L. E. Nichols
S. Buttar	A.C. Harman	
J.T.F. Doran	H. Harvey	

In Attendance: Councillors C. Bateson and M. Beecher

12/22 Minutes

The minutes of the meeting held on 25 January 2022 were agreed.

13/22 Disclosures of interests

Agenda item 8 – Additional Restrictions Grant Monitoring

Councillor Harvey declared that her business had applied for a grant.

14/22 Questions from members of the Public

There were none.

15/22 Ward Issues

There were none.

16/22 Capital Monitoring Report Q3 (Oct-Dec 2021)

There were no capital projects for this committee to consider.

17/22 Revenue Monitoring Report Q3 (Oct-Dec 2021)

The Committee requested that future reports identified where posts were being funded through grants.

The Committee noted the draft forecast outturn for 2021/22 as at 31 December 2021 and the aggregate variances by cost centre as reported in Appendix C5.

18/22 Additional Restrictions Grant Monitoring

The Additional Restrictions Grants (ARG) were due to end on 31 March 2022, with any awarded grants needing to be paid to recipients by this time. Officers were confident that there would be very little ARG funding remaining at the deadline due to the number of businesses applying for grants.

Businesses had been provided with a comprehensive range of support including training, improvements to shopfronts and equipment. Grants aimed to ensure that businesses were able to develop their offerings and be in a position to recover strongly now that Covid-19 related restrictions were being relaxed. Small businesses had been the primary recipients of grant funding, although some larger businesses had also benefited.

Details about a Shared Prosperity Fund were expected to be made available by the government later in the year.

The Committee thanked the officers involved in ensuring that grants reached the borough's businesses.

The Committee noted the report.

19/22 Monitoring of Economic Development of Corporate Recovery Plan

The economic development section of the Corporate Recovery Plan (CRP) was presented, along with an overview of each section of the plan. Various lessons that had been learned from the ARG process were being applied to the CRP.

The Staines Business Improvement District ballot was due to close at the end of March 2022. It was hoped that this would garner the support of local businesses due to the additional resources that it attracted.

The proposed popup shop was discussed. There was limited vacant space in the Elmsleigh Centre. There were also various considerations for landlords which limited their interest in supporting a popup shop in particular energy usage and the accrual of business rates whilst a premises was occupied.

It was hoped that some business operators would be welcomed to a future Economic Development Committee.

An update on the Spelthorne Business Hub and associated incubator would be considered at a future meeting.

The Committee noted the report.

20/22 Forward Plan

The forward plan was noted.

21/22 Urgent business

There was no urgent business.

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Economic Development Committee



9 June 2022

Title	<i>Shared Prosperity Fund</i>
Purpose of the report	For decision
Report Author	<i>Heather Morgan, Group Head Regeneration and Growth</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Community Recovery Environment
Recommendations	<p>Committee is asked to:</p> <ul style="list-style-type: none"> • Agree that an Investment Plan is developed • Agree to set up a Shared Prosperity Fund Task Group and agree the draft terms of reference (Appendix 2) • Recommend that a final report on the Investment Plan is submitted to Corporate Policy and Resources Committee for decision on 11 July 2022
Reason for Recommendation	<p>The government has allocated Spelthorne £1m over three years from the Shared Prosperity Fund.</p> <p>In light of the sum involved and the flexibility Councils have to decide on where and how the money is spent, it is recommended that a Task Group is set up to consider the areas of focus for the Investment Plan.</p> <p>As the investment Plan has to be submitted to government by 1 August 2022, the final draft Investment Plan will need to go to the Corporate Policy and Resources Committee for councillors make the final decision on what is included in the submission document.</p>

1. Summary of the report

- 1.1 This report sets out the detail of the governments Shared Prosperity Fund, the money that has been allocated to Spelthorne (£1m) and the suggested priority areas that the government have set out. Within that broad envelope, as a council we have the ability to decide the areas of focus which works for us, our communities and our businesses. We will need to consult with stakeholders and our MP before the Investment Plan is submitted on 1 August 2022.

- 1.2 In light of the level of grant (£1m) and the flexibility which councils have to decide what they focus on, it is being recommended that a task group is set up to enable a small group of councillors to help guide officers on the priority areas for investment.
- 1.3 Due to the tight deadline for submission (1 August), it will be necessary for the final report to be considered by the Corporate Policy and Resources Committee, and this committee is being asked to agree that approach.

2. Key issues

- 2.1 The government has pledged to spend £2.6bn between now and 2025 on Levelling Up through the Shared Prosperity Fund (SPF), with £1.5bn of that funding being delivered in 2024. This is not a fund which is bid for- each council has been given a 'conditional allocation' – ours is £1m this sum is the lowest allocation made to any district or borough council. All Surrey district and boroughs were allocated £1m, which reflects the regional prioritisation of the Levelling Up agenda). We need to develop a local Investment Plan for government sign off, in order to access that allocation. The government will publish the funds 'expected outcomes' in spring (not yet received), along with guidance on how to select outcomes and will give the ability to choose from a list of interventions.
- 2.2 The Department for Levelling Up, Housing and Communities (DLUHC) have stressed that there will be a lot of flexibility, and it is for individual councils to decide what solution is right for us (within certain broad parameters). However, they have stated that the focus in 2022/23 and 2023/24 should be on (1) communities and place (2) local business interventions. They have also indicated that the main investment in (3) people and skills will be from 2024/25 when funding pot is at its largest. Details of the breakdown of the funding is in Section 4 on Financial Implications. **Appendix 1** sets out in more detail what sort of interventions could come under the three investment priorities of (1) communities and place (2) local business (3) people and skills.
- 2.3 Each council's Investment Plan needs to decide on its priorities, set out what interventions it is choosing, and be clear about the measurable outcomes. No detailed businesses cases are required, but we will need to be clear what is being proposed for each of the three years (assuming we decide on a range of projects). There is no defined split that the government are expecting across the three investment priorities - it will be for us to justify the approach we take. We will need to demonstrate the link between need and the interventions.
- 2.4 Identifying clear outcomes will be important as the government will be monitoring and managing the funds (we will be judged on whether or not the outcomes are delivered in the year that they are proposed for example).
- 2.5 Councils are free to choose whether they submit an Investment Plan just for their area, whether they want to do a Plan across several Councils (either same tier or different tier) or with a LEP for example. DLUHC have made it clear that councils are able to consider wider budget and funding opportunities (e.g. Levelling Up Fund). There is also no bar on whether the interventions are delivered directly to councils or through other organisations, third sector or other providers (e.g. Youth Hub, Staines Business Improvement District (BID), A2D, Brooklands College, arts and cultural hub team – Royal Holloway and Shepperton Studios).

2.6 Guidance has also been provided setting out the Government’s expectations around how councils need to engage with our communities, businesses and any local partnerships that might already exist. Where local partnerships do not exist, we can use other existing avenues. All councils will be expected to engage with their local MP (ours is Kwasi Kwarteng MP Secretary of State for Business) and to demonstrate this engagement when we submit our Investment Plan.

3. Options analysis and proposal

3.1 Clearly as a council we will want to submit an Investment Plan in order to ensure we can access the £1m fund that the government has allocated to us. We could decide not to submit a plan, but this would mean passing up funding to help us to deliver prosperity to the borough and benefits for our residents. It is therefore recommended that this committee agree that an Investment Plan is developed.

3.2 Details on a suggested task group to drive the development of this Investment Plan forwards is set out in section 6 below (Governance – task group).

3.3 Subject to the agreement of this committee, a report will have to be submitted to Corporate Policy and Resources on 11 July setting out recommendations for areas to be included in the Investment Plan. This is necessary as the next Economic Development Committee is not due to meet until the end of September, well after the submission date of 1 August. The aim would be for this Committees chair or vice chair to contribute at the beginning of the item when it is considered at Corporate Policy and Resources, alongside the chair of the Task Group (section 6 below) if this is a different councillor.

4. Financial implications

4.1 The Government has allocated £1m to Spelthorne (the lowest level allocation) to be spent between 2022 and 2025. The monies will be paid annually each year in April - with the exception of this year, which will be paid once the Investment Plan has been approved by government which is expected to be in October. (However, the monies can be used to support projects retrospectively which started in April 2022 if Councils choose to do so).

4.2 Any unspent monies will need to be returned (each year), and there is an expectation that outcomes will be delivered in time and in the year as set out in the Investment Plan. Councils are able to use up to 4% of the Investment Plan allocation for project assessment, monitoring or contract management (4% over the three year period, but can be front or back loaded as desired by the individual Council).

4.3 The table below sets out the funding profile and the minimum capital spend – capital can exceed this percentage but will require justification in the Investment Plan.

Funding profile (set by government)

	2022/23	2023/24	2024/25
Profile	£150k (15% of total)	£270k (27% of total)	£580k (58% of total)

Minimum capital spend	£15k (10% of year's total)	£35k (13% pf year's total)	£116k (20% of year's total)
Total	£150k	£270k	£580k

- 4.4 There is no expectation at this stage that the Investment Plan will require detailed project information or a full business case - this will be a 'to follow' and will be picked up under the monitoring of the grant spend. Government have also said they understand that spend may be 'lumpy' across a financial year, which is not an issue as long as the outputs are achieved in that year.
- 4.5 Where joint projects are submitted (across a number of councils or where it is led by a LEP for example) each council will still be required to submit their own individual Investment Plan. Projects delivery is very flexible, and can be undertaken directly by councils, with LEP's, adjoining Councils or through external partners and agencies.
- 4.6 For information, Surrey received the standard minimum County allocation of £4.3m.

5. Risk considerations

- 5.1 The main risks and mitigations are set out below:

Key risks	Mitigation
Failing to get the Investment Plan signed off	Ensure that the Plan aligns with the three priority areas, and a strong justification is provided.
Not delivering the projects within year	Ensure that we are realistic in what is included in the Investment Plan, and ensure that they can be delivered within existing resources (or we use some of the monies to bolster resources to deliver)
Not spending the money in the year we say we will (money the goes back to central government)	Carefully monitor spend on a regular basis so we can look to rectify any lag on spend, and accelerate mitigating actions as required
Not adequately monitoring outcomes to ensure the interventions meet their desired ends	It is understood this will need to be submitted to government as part of the monitoring regime. It is also suggested that an outcomes report is submitted to Corporate Policy and Resources on an annual basis to ensure we are transparent with the local residents and community on the outcomes achieved.
We do not engage with stakeholders for their views	We will be making use of existing networks and groups to ensure that we obtain their views on suggestions for priorities to be included in the Investment Plan. We will separately engage with Kwasi Kwarteng MP.

<p>An emerging County Deal might mean the money gets re-allocated once a deal is in place</p>	<p>DLUHC have advised that their expectation is that any SPF monies up to 2025 will remain with the individual districts, boroughs and counties. The working assumption for Spelthorne Investment Plan is that the monies will be retained by Spelthorne for the full three-year period.</p>
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6. Legal considerations

Procurement and working with partners

- 6.1 Depending on the interventions that are eventually included in the Investment Plan, we may need to go through a procurement process if for example we decide to work with external providers to deliver certain interventions. This will need to follow the appropriate procurement route. Similarly, if we decide to submit a bid with a number of other councils or organisations/partners this may well require a memorandum of understanding as a minimum to ensure clear lines of responsibility and delivery.

Governance – task group

- 6.2 Bearing in mind the level of funding which will be received (£1m over three years) officers will need a steer from councillors on which priority areas the council should be considering for inclusion in the Investment Plan.
- 6.3 Appendix 1 sets out the three priority areas and these sit across a number of committees – economic development, environment and sustainability, neighbourhood, community wellbeing and corporate policy and resources. The report is coming to this committee as the most logical place for the levelling up agenda and regeneration to ‘sit’. However, it is recognised that, depending on the priority areas which are chosen, there is likely to be a need for cross committee working to ensure that all views are represented.
- 6.4 It is therefore being recommended that a Shared Prosperity Fund Task Group is set up to give officers a clear steer. **Appendix 2** sets out a draft Terms of Reference for consideration. There is no requirement under the Constitution for the membership of the task group to be drawn from one single committee, and it is suggested that membership is drawn from across the committees referred to in para 6.3 above. The chairs and vice chairs of those committees have already been approached separately by officers to make them aware of this opportunity. They have been asked to advise the chair and vice chair of this committee in advance of this meeting if they wish to nominate one committee member to sit on this task group. Whilst the final decision on the membership of this group rests with the chair and vice of Economic Development, it is anticipated that this will draw in expertise from several committees.
- 6.5 In addition to the task group, a verbal update will be given to the relevant committees (where timings allow) before the report is submitted to Corporate Policy and Resources on 11 July for a final decision.

7. Other considerations

Stakeholder engagement

7.1 As set out in paras 2.5 and 2.6 above, councils need to engage with the wider business, voluntary and community sectors on what areas should be prioritised and their thoughts on options which might be included in the Investment Plan.

7.2 We do not have a ready-made Local Partnership which we can engage with. Due to the tight timeframe for submission of the Investment Plan, it is proposed that we maximise the links that are already in place (for example - the Spelthorne Business Forum, Staines BID, voluntary groups, health and wellbeing groups, community safety partnerships and cultural/arts organisations). Once we have a clear direction on the priority areas and the suggested interventions that we as a Council want to focus on, we will undertake surveys or engage directly with these groups to obtain their views.

8. Equality and Diversity

8.1 The aim of the Shared Prosperity Fund is to assist with the government's Levelling Up agenda on a macro/national level. However, the principle can be equally applied at the micro/borough level - improving the quality of our environment, supporting local business and focusing on employment and skills to help people into work.

8.2 Equality and Diversity will be considered as part and parcel of the decision-making process on which elements will be included within the Investment Plan.

9. Sustainability/Climate Change Implications

9.1 Depending on the priorities that the council take forward, there will be clear opportunities to include sustainability and climate change. For example, we could look to improve local green space (with communities), improve neighbourhoods, or provide targeted support for businesses in terms of energy efficiency and reducing carbon.

10. Timetable for implementation

10.1 The Investment Plan needs to be submitted to the DLUHC by 1 August 2022. They will then consider the Plan and sign off. It is expected that Plans will be signed off in the autumn, with the monies being distributed in October 2022.

10.2 It is recommended that this committee agree that a report is submitted to Corporate Policy and Resources Committee on 11 July for them to decide which areas the council is looking to include in its Investment Plan.

11. Contact

11.1 Heather Morgan, Group Head Regeneration and Growth
h.morgan@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 – DLUHC - Three investment priorities

Appendix 2 – draft terms of reference for Shared Prosperity Fund Task Group

GOVERNMENT SUGGESTED AREAS OF FOCUS FOR SPEND

Communities and place (govt suggestions)

- community infrastructure and local green space, and community-led projects
- targeted improvements to the built environment and innovative approaches to crime prevention
- visual improvements to town centres and high streets, cultural/visitor economy interventions, litter, waste and graffiti reduction, projects to fight antisocial behaviour, and capital funding to improve neighbourhoods or community projects and initiatives
- So very similar to Bring Back the High Street/Better Neighbourhoods. Could involve culture and art
- Community Wellbeing and Neighbourhood Services focus

Local businesses (govt suggestions)

- support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities
- networking and collaboration, to share knowledge, expertise and resources, and stimulate innovation and growth
- targeted support for small and medium-sized businesses to undertake innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports
- support to increase town centre footfall, outdoor markets, the development of cultural, visitor and heritage assets
- So very similar to ARG spend where we had local discretion
- Economic Development, Sustainability, Community Wellbeing and Neighbourhood Services focus

People and skills (govt suggestions)

- targeting adults with no or low level qualifications and skills in maths, and encouraging innovative approaches to reducing adult learning barriers.
- Support disadvantaged people to access funding life, and basic skills.
- fund local skills needs and supplement local adult skills provision
- investment in bespoke employment support tailored to local need
- technical and vocational qualifications in areas where there are skills shortages locally; and intensive, wraparound one-to-one support to address barriers to employment.
- Similar to current work with the Youth Hub, and Supporting Families
Economic development and Community Wellbeing focus

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Draft Terms of Reference: Shared Prosperity Fund

1. Remit

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to consider which priority areas should be the focus of the Shared Prosperity Fund Investment Plan (the government has allocated £1m to Spelthorne to spend over the next three years). A Plan needs to be submitted to the Department for Levelling Up, Housing and Communities (DLUHC) by 1 August 2022.

2. Membership of Task Group

The Shared Prosperity Fund (SPF) Task Group comprises:

- The Chair of the Economic Development Committee
- The Chair/Vice Chair or representative from Corporate Policy and Resources, Community Wellbeing, Environment and Sustainability and Neighbourhood Services (on the basis that the areas for potential inclusion in the Investment Plan fall under the remit of these committees)

The Chair of the Task Group will be the Chair of the Economic Development Committee.

There is no requirement under the Constitution for the membership of a Task Group to be solely drawn from one particular committee (especially where matters are cross cutting).

The following officer representation will apply at all meetings:

- Group Head for Regeneration and Growth
- Economic Development Manager
- Senior Economic Development Officer

The Task Group will reserve the right to draw in representatives from other Borough service areas as required to assist it in its work – for example officers who will advise on what areas/projects could be considered for inclusion within the Investment Plan.

3. Meetings

Frequency as required but anticipate three in order to consider the list of possible projects and initiatives in advance of Corporate Policy and Resources Committee on 11 July which will consider a draft Investment Plan (with options) for submission. Thereafter, the Task Group will meet every four months to monitor progress and ensure delivery of projects within the relevant year.

4. Objectives

The Task Group objectives are:

- To agree the Council's priority areas for investment
- To consider whether or not any joint bids with other Councils or partner organisations will be submitted
- To consider proposals put forward by service areas across the Council for projects/initiatives to include in the Investment Plan
- To advise on the best routes for stakeholder engagement bearing in mind the very constrained timescales for delivering the Investment Plan
- To advise the Corporate Policy and Resources Committee on preferred options for inclusion in the Investment Plan.
- To ensure the timely delivery of projects and initiatives included within the Investment Plan.

The Task Group will be responsible for:

- Recommending to Corporate Policy and Resources Committee the Task Groups preferred options for inclusion in the Investment Plan.
- Monitoring the delivery of individual projects and initiatives once the Investment Plan has been signed off by government. This will involve ensuring initiatives meet the desired

Date – 12 May 2022

outcomes, and budgets are spent on projects in a timely manner to ensure unspent monies do not need to be returned to government.

- Reporting to the Economic Development Committee after completion of each project.

5. Output

Delivery of a draft Investment Plan for consideration by Corporate Policy and Resource Committee on 11 July 2022

Monitoring reports on delivery

DRAFT

Economic Development Committee



9th June 2022

Title	<i>Recovery Plan Update</i>
Purpose of the report	To note
Report Author	<i>Keith McGroary Economic Development Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>N/A</i>
Corporate Priority	Recovery
Recommendations	Committee is asked to <i>Note the report</i>
Reason for Recommendation	<i>Not applicable</i>

1. Summary of the report

- 1.1 This report seeks to provide an update in relation to the recovery plan with reference to economic development.

2. Key issues

- 2.1 This report needs to be read in the wider context of the economic situation more broadly as the UK emerges from the COVID pandemic and from survival mode to thrive mode. The legacy of Brexit is also continuing to affect the economic situation.
- 2.2 Our proximity to Heathrow means that as a borough we are closely affected by changes in the aviation sector. Post pandemic, the aviation business is picking up fairly rapidly and passenger numbers have recovered well. One of the challenges facing Heathrow is on the employment front as they are now encountering difficulties in filling some types of posts. This is reflected in a general tightness in the labour market, which will benefit those with the right skills, but does leave business with the challenge to securing the right labour force. This is an issue that we as a Council are looking to address through the delivery of the Youth Hub for example.
- 2.3 Other emerging challenges includes the steep rise in energy costs and the increase in inflation which will start to affect a greater proportion of the residents in our borough as we move towards the end of the year.

Update on the Economic Development aspect of the Corporate Recovery Plan.

- 2.4 The reference letters starting ER1 below relate to those within the Corporate Recovery Plan. The previous update for the Committee was on 22nd March 2022, so there has been just over 2 months since the last report which means not a huge amount has taken place in the intervening period, especially with the team focusing on delivering ARG grants to local businesses. The top priority for the Economic Development Team was to focus on processing grant applications so that the funds could be passported to our businesses before the deadline of 31.3.2022, then following up to collect receipts for purchases made via the equipment grant.
- 2.5 ‘ER1’ *Continue to monitor, measure and understand how COVID has affected local businesses and adapt to respond to impacts.* Through the administration of the ARG the Team have been in regular communication with local businesses throughout the pandemic, indeed they have reached out to many businesses that they had never had contact with previously. These communications carried out as a result of applications for grants allowed a more forensic view of the financial impact the pandemic had on most businesses.
- 2.6 Now that all restrictions have been lifted and normality almost completely achieved, the focus will turn to understanding how businesses have responded to the support that has been provided. There is already evidence that Spelthorne has more businesses operating now than what there was before the pandemic.
- 2.7 The main focus of measuring and understanding the impact of Covid-19 will be captured through a survey that will be carried out in 2 stages; the first 6 months after the ARG funding ceased and the second 12 months after grants ended. In between that time, the Economic Development Team will also be making personal visits to businesses that had received funding for equipment and solicit feedback as to the difference it has made.
- 2.8 A dashboard has also been previously produced and circulated to councillors; this illustrated the total level of unemployment in the borough, as well as within the 18-24 and over 50 age groups. Figures are then put into context by comparing Spelthorne data to the Surrey average. A new update will be produced in June 2022 in advance of the next Committee meeting.
- 2.9 ‘ER2’ *Provision/signposting of advice and support:* The advice and support area of the economic development area of the council website is now a standard feature. Additionally, specific items of news, particularly regarding jobs have been circulated via our communications team through social media.
- 2.10 As a result of some of the ARG funds being invested in business support we now offer classes on social media for business, 1-1 business support, provision of websites and advice on how to make cost savings, particularly through energy use. More details are provided within the ARG update paper.
- 2.11 ‘ER3’ *Keep under review the Council’s discretionary grant policy:* A separate report in relation to the Discretionary Grant also known as the ARG (Additional Restrictions Grant) is provided for this meeting.
- 2.12 ‘ER4’ *Implement our new Economic Development Recovery Plan:* This has been absorbed within the Corporate Recovery Plan.
- 2.13 ‘ER5’ *Continue to work with the Jobs and Recovery Task Group:* This group has met on 3 separate occasions so far and consists of representatives from

A2D, Job Centre Plus, Brooklands College and Runnymede Council. The main purpose of the group is to share information and what projects or initiatives that each member of the group is working on so that there is the opportunity to enhance delivery through synergy whenever possible so that duplication of effort is reduced. The group has not met since July 2021 when restrictions were lifted but agreed to meet at a future date if there was a need to do so. No requests for meetings have been received since July. This group is not likely to meet again.

- 2.14 'ER6' *Support/promote employment and training initiatives:* The official Youth Hub and I Choose Local launch event was on the 4th March at the Guy Salmon showroom in Sunbury. There are several businesses already engaging with the project who are looking to employ young people for example, McDonalds, Marriott Group, Footrace, Berkley Homes, Jaguar Landrover (Sytner Group) French Brothers. Closer to home, apprentice opportunities within Spelthorne Council are being shared with the Youth Hub.
- 2.15 'ER7' *Work with partners to bid for funding for a Youth Hub in the Borough:* The application for funding was successful and the Youth Hub opened in November 2021. Since then, we have run an Apprenticeship information evening for young people and their parents which was well attended. We are looking to replicate this in June and July catching those that are finishing the kickstart placements and college placements.
- 2.16 Number of young people assisted - There have been 44 referrals from DWP (Department of Work and Pensions) 38 external referrals; 7 have been helped into education, 12 have gone into full-time employment, 2 into an apprenticeship and 13 have been given work experience opportunities. Two courses have been run to help young people with their preparations to start work.
- 2.17 A separate and more detailed report will be prepared for the Committee meeting for September 2022.
- 2.18 'ER8' *Set up pop-up-shop where budding entrepreneurs can test the market in advance of setting up a business:* This will progress as soon as available accommodation can be located. This will probably be reliant on access to vacant retail units within the Elmsleigh Centre for an opportunity to provide this ambition, even if it is for a few months.
- 2.19 'ER9' *Prepare and promote our new business incubator:* The operator of the Hub is Co-Tribe CIC and the doors opened for customers in September 2021. As Co-Tribe are a Community Interest Company a mandatory 80% discount and 20% discretionary discount has been applied to the business rates (full value £18k), which would have otherwise fell to SBC.
- 2.20 The pandemic has affected occupancy in the same way as many other offices, which has meant that there are not as many businesses as originally expected.
- 2.21 Five further offices have been built within the incubator giving a total of eight. They are all occupied with the exception of one which requires some electrical work, these generate just over £5,000 a month. Work is now on-going to increase the number of hot-desking residents within the building. An Open

Day is taking place on 8th June which will be taking place all day and into the evening.

- 2.22 'ER10' *Promote opportunities in the Borough for the development of 'green' jobs*: The new 2022-2027 Economic Strategy will include actions to support a greener economy. The ARG funding has actually contributed to reduced emissions through grants that have replaced old inefficient equipment such as a laundrette washing machine which cost £10,000.
- 2.23 'ER11' Promote 'shop-local' to our residents and promote 'buy local' procurement within SBC: The new 5-year Strategy will contain a number of activities with the action plan. A baseline is also being set with regards to the current amount of procurement under £5,000 by SBC in the borough so that we can measure the impact of changes made to procurement standing orders.
- 2.24 'ER12' *Provide additional frontline support for Ashford, Sunbury and Shepperton businesses*: The last update focused on some of the activities the TCM such as over the Xmas period and the fact that the role has now been expanded to include shopping parades in the borough. Obviously, this extension will spread the TCM further across the borough.
- 2.25 The TCM will be producing a draft Town Centre Strategy which forms one of the actions from the new Economic Prosperity Strategy (EPS). The EPS will be available for the September Committee meeting. The results of the survey will be included in a Town Centre Manager update report in September.
- 2.26 Over the coming months visits will be made to premises that received financial support via the ARG for equipment or shopfronts to gauge progress that has taken place, confirm the equipment has been purchased and obtain any outstanding receipts. This interaction will also allow us to collect and identify any case studies that can be publicised.
- 2.27 'ER13' Work in collaboration with Staines-upon-Thames Business Improvement District (BID: On 1st April 2022, the Staines Bid received a 'yes vote' which was made up with yes votes by individual businesses of 84.72% and 89.72% by rateable value. The overall turnout was 54.13%. This has secured £1.8m over the next 5 years through the payment of the levy to enable Staines-upon-Thames to compete with other town centres.
- 2.28 The BID Manager who had been in place for the last 5 years of the BID has left, and processes are currently in place to recruit a new BID Manager. The BID Board has representation from SBC in the shape of Terry Collier who is also a director, and Keith McGroary.
- 2.29

3. Options analysis and proposal

- 3.1 Not applicable

4. Financial implications

4.1 Not applicable

5. Risk considerations

5.1 The recovery plan seeks to mitigate the impact of the pandemic on the local economy from businesses to the access to jobs; the actions contained within the plan if delivered will reduce financial hardships and a loss of business to the local economy.

6. Legal considerations

6.1 There are no legal implications as there are no legal requirements to carry out a recovery plan..

7. Other considerations

7.1 There are none.

8. Equality and Diversity

8.1 The impact on equality and diversity issues is considered at every action

9. Sustainability/Climate Change Implications

9.1 Use of the ARG funding has potential to have a positive impact on the environment through new equipment which is greener and less polluting.

10. Timetable for implementation

10.1 In accordance with the Corporate Recovery Plan.

11. Contact

11.1 Tracey Carter t.carter@spelthorne.gov.uk

Background papers: There are none.

Appendices: There are none.

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Economic Development Committee



9th June 2022

Title	<i>Additional Restrictions Grant (ARG) Update</i>
Purpose of the report	To note
Report Author	<i>Keith McGroary Economic Development Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>N/A</i>
Corporate Priority	Recovery
Recommendations	Committee is asked to: Note the report
Reason for Recommendation	<i>Not applicable</i>

1. Summary of the report

- 1.1 This report seeks to provide an update in relation to the allocation of ARG funding to businesses within the borough

2. Key issues

- 2.1 The purpose of this report is to provide a final written update with regards to the utilisation of the Additional Restrictions Grant (ARG) as included within the Economic Development Forward Plan.
- 2.2 The ARG was a fund allocated by the Government to all local authorities based upon its population size in order to provide financial assistance for business who were severely affected by the impact of COVID-19. The government sometimes referred to this as a 'Discretionary Grant' as each local authority could decide how to allocate the funding based on its local understanding of its economy.
- 2.3 Grants totalling £3,081,799 were allocated to Spelthorne over a 2-year period, most of which was allocated by bank transfers into business accounts. The Economic Development Committee set up an ARG Task Group in the summer of 2021 to help oversee and direct the allocation of the ARG grants which proved to be key to the successful distribution of the remaining funds. In accordance with the strategy that was agreed, the initial phase of 'survival' was followed by the final phase beginning in autumn 2022 of revival and strengthening the Spelthorne business base. At the last update for the Economic Development Committee on 22 March 2022, the report recorded that on 17th February there was £1,390,649 left in the ARG fund

- 2.4 The ARG Task Group and officers were resolute that all the grants provided to support Spelthorne businesses would be allocated within the 31.3.22 deadline. This was successfully achieved with days to spare.
- 2.5 To ensure the businesses received 'direct support', around £1m was invested in the businesses in the borough by way of equipment grants. This enabled businesses to carry out work that they were unable to do previously as well as enable many businesses to operate more efficiently, effectively, competitively, and greener than before.
- 2.6 Grants were also made available to improve shop fronts and interiors as well as an opportunity for businesses that had not had a grant previously to access one before the window closed.
- 2.7 In addition to the above, Spelthorne council procured 12 months professional business coaching (£45k) which allows 6 businesses a week to receive 1-1 business advise as well as people who are thinking about setting up their own business and do not know how to start. £5k worth of memberships to the Federation of Small Businesses (FSB) to be allocated to up to 27 businesses that would really benefit over the next 12 months. 9 Social-Media for Business workshops (£42k) spread out over up to 2 years will be available for up to 15 businesses a workshop (a workshop lasts for 2 hours one evening a week for five weeks), and 30 websites (£70k) will be created for those businesses that can demonstrate significant benefits by accessing this facility.
- 2.8 The availability for these courses is advertised on the SBC website, as well as by the electronic and hand delivered Bulletin as well as via social media. The SBF website and newsletter also promotes the opportunity. The success of the advertising of the above has meant that the next 2 social-media for business courses already have more than 30 businesses waiting to attend.

3. Options analysis and proposal

- 3.1 It is proposed that there will be a survey carried out with businesses in receipt of ARG in October, and another one 6 months later in April 2023. In addition to carrying out the survey, the Economic Development Team will capture some case studies and with consent publicise them within the borough using a variety of methods in collaboration with the communications team which will be published in the Bulletin.
- 3.2 An internal audit is currently being carried out in relation to the distribution and application of the ARG which was agreed as part of the Audit Plan for 2022/23.
- 3.3 It is anticipated that these grants will have been a once in a lifetime opportunity, however, if this is not the case Spelthorne will have access via the surveys to apply lessons learnt from this experience that can be applied at a future occasion.

4. Financial implications

- 4.1 It is understood that BEIS will be undertaking an audit at some point on how various COVID business grants, including ARG, were spent. As a Council, we have been particularly robust from a fraud perspective and made best endeavours to ensure that only legitimate businesses received grants utilising the expertise of the Deputy Group Head of Customer Services to review all bids. BEIS may also look into the variety of ways in which Councils chose to

allocate and prioritise how they spent their grant monies. Any learning points from either this exercise or that of the internal audit which is being undertaken will be taken on board.

5. Risk considerations

5.1 Audit already in progress in relation to the methodology implemented and processes applied.

6. Legal considerations

6.1 No legal implications identified

7. Other considerations

7.1 There are none.

8. Equality and Diversity

8.1 The impact on equality and diversity issues is considered at every action

9. Sustainability/Climate Change Implications

9.1 Consideration of the impact on the climate was factored in when applying the grants.

10. Timetable for implementation

10.1 The allocation of the grants has been completed however there is still work to be done to ensure that equipment has been purchased and receipts are collected.

11. Contact

11.1 Tracey Carter t.carter@spelthorne.gov.uk

Background papers: There are none.

Appendices: There are none.

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Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 June 2022 to 26 May 2023

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Economic Development Committee 09 06 2022	ARG Allocations	Non-Key Decision	Public	Keith McGroary, Economic Development Manager
Economic Development Committee 09 06 2022	Corporate Recovery Plan	Non-Key Decision	Public	Keith McGroary, Economic Development Manager
Economic Development Committee 09 06 2022	Q4 Capital Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Economic Development Committee 09 06 2022	Q4 Revenue Monitoring Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Economic Development Committee 09 06 2022	Shared Prosperity Fund	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth
Economic Development Committee 09 06 2022	Surrey Delivery Board (Economic Development Update) - Verbal Update	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth
Economic Development Committee 29 09 2022	ARG 6 Monthly Review	Non-Key Decision	Public	Keith McGroary, Economic Development Manager
Economic Development Committee 29 09 2022	Economic Development Strategy (final)	Non-Key Decision	Public	Tracey Carter, Senior Economic Development Officer

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Economic Development Committee 29 09 2022	Incubator - Monitoring	Non-Key Decision	Public	Keith McGroary, Economic Development Manager
Economic Development Committee 29 09 2022	Surrey Delivery Board (Economic Development Update)	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth
Economic Development Committee 29 09 2022	Youth Hub	Non-Key Decision	Public	Tracey Carter, Senior Economic Development Officer
Economic Development Committee	Heathrow and Airspace Modernisation To receive a presentation on Heathrow's expansion plans	Non-Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth

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