



In attendance:	Board Members: Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Doug Gale (DG) Andrew Gudgeon (AG) Carole Kitching (CK) Becky Middleton (BM) Paul Moorby (PJM) - Chair Alison North (AN) Alex Reed (AR) David Renard (DR) Mark Smith (MS) Keeran Vetriko (KV) Philip Whitehead (PW ^h) Peter Wragg (PW) – Deputy Chair	Board Advisers: None Observers: None
Apologies:	Pauline Church (PCh) Cllr Gary Sumner (GS) Karen Leigh (KL), BEIS representative Alistair Cunningham (AC) Susie Kemp (SK)	
Guest(s):	Col Nev Holmes, SW Commander Sam Fox and Rory Bowen, Wiltshire Council Debby Skellern (DS) and Claire Alexander (CA) of SWLEP Philippa Venables (PV), Swindon Borough Council (SBC) Adrian Griffiths (AGr) and Stephanie Loo (SL), Recycling Technologies / Prof Matthew Davidson (MD), University of Bath / Simon Bond (SB), (SetSquared) / Matt Moore (MM), Science Museum Group	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Via conference call	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board Appointment	
	<p>The meeting opened at 9.40am and the Chair welcomed attendees. Particular welcome was extended to:</p> <ul style="list-style-type: none"> Col Nev Holmes who was attending the meeting as a member of the public. <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy:</p> <ul style="list-style-type: none"> PW stated his Conflict regarding the LGF General Account for the Royal Artillery Museum (RAM); 	



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	<ul style="list-style-type: none"> AB stated her Conflict regarding the Local Growth Fund 3 allocation for Wiltshire College & University Centre for both the Salisbury and Lackham campuses; AR declared his standing Conflict as Catalent was an Anchor Employer for the Institute of Technology (IoT); and CK declared her standing Conflict as New College was involved as a provider in the Institute of Technology (IoT). PJM declared his Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (TGVIC) with reference to Swindon Borough Council's Rapid Transit project. 	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 25 March 2020 were reviewed and approved.	
2.2	<p>Matters Arising not on the agenda:</p> <ul style="list-style-type: none"> Royal Artillery Museum (RAM) – CA and team to draft progress points / timescales to stay on schedule. Timescales added into grant agreement. Work in progress. Local Industrial Strategy – DS to amend to strengthen IoT within the document. Work in progress. DS advised in the meeting that this action was now COMPLETED. <p>DR appraised the Board that the discussions from the last meeting regarding M4 Junction 15 were now finalised and £3m had been allocated to this project.</p>	
3.0	Submitted Questions	
	SWLEP had not received any submitted questions from the public for this meeting.	
7.0	Impact of Covid-19	
7.1 and 7.2	<p>Local Growth Fund projects' status and Growth Hub response</p> <p>This item was taken out of order as Peter Wragg who was delivering on Item 4 was representing the SWLEP on a Western Gateway teleconference.</p> <p>CA spoke to the papers. SWLEP had started to develop a risk register reviewing the impact of Covid-19 on Local Growth Fund (LGF) projects and the Growth Hub and what that would mean in the short, medium, and longer term. Initially, this had meant an easing off on construction work. Activity carried out around the response to the Covid-19 crisis had been a good example of collaborative working.</p>	



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	<p>By the time Board Reports were distributed, they were 5/6 weeks out of date. The Impact Register a month ago would have shown some projects RAG rated as RED. As of today, these projects had improved.</p> <ul style="list-style-type: none"> • The project for the Chippenham Station Hub northern lift was now restored to an acceptable timeline. • Wiltshire College – both projects faced immediate challenges with contractors off site and possible time delays and uncertainty covering several areas including the removal of legacy cabling by SSE. Contractors resumed on site quite quickly and worked well with the College's experienced Project Manager (PM) to address the issues, identify work arounds and generally manage the site activities. The Salisbury project is complicated in that an education setting needs to be maintained and works planned to be concurrent were now headed toward being sequential, which in turn creates other issues such as temporary buildings, extended leases and unplanned costs. Again, handled well by the team and PM. The possible project overrun was being assessed in more detail with certain works being brought forward, and at the time of the Board report was not considered to be a material delay. The risk rating for this project has remained AMBER GREEN throughout the initial period of COVID-19. A great example of a resilient approach to multiple site issues in a sensitive setting. • The Maltings project for the regeneration of Salisbury with retail provision and a hotel had stalled as market conditions had changed suddenly. Covid-19 had impacted on the property market including shopping centres. Valuations were limited and Wiltshire Council was uncertain when it would be able to obtain one. Wiltshire Council was working on a revised strategy to bring a practical solution to the Full Business Case and would bring this proposal back to the July Board for discussion. In this way, it was hoped that there would only be a project delay of three months. <p>The input into the Risk Register was operational via DPT. This was yet another task they had been asked to do, so the Board acknowledged the heavy workload and the time this was taking.</p> <p>SWLEP was supporting the Government's response to the crisis, using the Growth Hub as the business support portal for the Unitary Authorities and taking pressure off the councils whilst they were processing grants and dealing with social care, schools etc. Last March the Growth Hub had 4,000 hits on its website; this year there was a significant increase which totalled 11,000 for the same period. Enquiries came through webchat, telephone and email and a significant amount of scripting was done to give the appropriate advice and guidance. For example, some SMEs were confused about the difference between a grant and a loan. Rejected applications were referred to the Growth Hub for investigation of other options. 500 businesses had contacted the Growth Hub looking for support and it now</p>	



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	<p>had an active case load of over 300. Once a grant had been submitted the businesses were not eligible to make multiple claims against other funds. The Growth Hub was keen not to cut across other support services and worked within the Economy Cells to collaborate with businesses and promote each others' activities. SWLEP would like to thank Wiltshire Council for the contribution of staff resources to work within the Growth Hub temporarily at this critical time. SWLEP had also retained and enlarged the support service from Business West.</p> <p>The Growth Hub would also like to thank Alison North for her contribution to engagement activity by hosting one of the series of webinars and providing an article for the website.</p> <p>The Directors of the Board were invited to write articles or host webinars for the Growth Hub and to contact CA if of interest.</p> <p>CA advised the Board that SWLEP had won the award for the SME Competitiveness Programme and the grant agreement of £1.19m over three years had been signed. Scale ups would be supported by SetSquared and Start-ups by YKTO. Wiltshire Council as the Accountable Body would ensure contract compliance.</p> <p>In the March Budget £10m had been announced for LEPs around the response to Covid-19. Of that, £257k had been allocated for SWLEP. As yet however, SWLEP had received no guidance on how that money could be spent but suspected it would be available for specialist advice and guidance for SME growth and supply chains within the area.</p> <p>Now we had entered the Recovery Phase with return to work guidance, Local Industrial Strategy priorities and the Skills Plan. Hospitality and tourism had been badly impacted during the crisis. An Intelligence Report was passed to BEIS every Monday, which consisted of a scrape of news of the local area, both negative with companies closing and redundancies, as well as positive with companies expanding or securing contracts together with an update of Growth Hub activity for that week. Intelligence gathered by VisitWiltshire had been passed up the line to Government via our BEIS representative in this manner which demonstrated the impact in our area. We await further details on what further information BEIS now required.</p> <p>(With the agreement of the Chair DG left the meeting at 10am to make a call and returned at 11am.)</p> <p>Potentially there would be additional resources via the ERDF programme. Across the country there was money unspent in this programme and the suggestion was to pool that money and reissue to Growth Hubs. SWLEP estimated that it would be of similar value to the core Growth Hub funding and would be used to provide additional business support.</p>	



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	<p>PB displayed a slide detailing the sectors which it was estimated were more likely to be impacted by varying degrees in the current crisis. The slide can be accessed by following the link below:</p> <p>https://swlep.co.uk/docs/default-source/board-meetings/2020/play-swlep-skills-plan-narrative-covid-19-impact-s-t-sg-18may2020.pdf?sfvrsn=7a68c344_4</p> <p>Profitability and liquidity would be impacted most in the Travel & Tourism, airlines, and retail sectors (except FMCG). AB commented that apprenticeships within the Further Education (FE) sector would be hit hard, particularly amongst retail apprentices. As soon as the furlough schemes stopped, they could be made redundant. The impact on the colleges financially could be significant or conversely the students may opt to undertake full-time courses instead when apprenticeships were not available. Either way, the FE sector would be directly impacted.</p> <p>The crisis within the construction sector was demonstrated clearly by The Maltings project. The Leader stated that they were just about to sign the contract when this crisis hit. Wiltshire Council was unable to obtain a value on the building. It could set the builders on the project, but the valuation was still needed. It was proposed to switch the spend around within the project or get BEIS to hold funds over into the following year. However, the opportunity to spend these funds by March 2021 were diminishing and SWLEP needed to know the Government's expectation. PB explained that there would be no more new money for capital expenditure and that BEIS was still adhering to the March 2021 deadline. LEPs would receive 2/3rds of their funds at the start of the financial year, the remaining third being held over until a review in September. The SWLEP must be able to demonstrate legitimate reasons for any delays.</p> <p>The Directors were keen to review in depth the project portfolio and align against the Local Industrial Strategy.</p> <p>MC commented that skills were a prime concern as companies under pressure stopped investing in training. Therefore, there was a risk that young people would not receive the education they deserved, and the country would be feeling the effects for years to come.</p> <p>BEIS Ministers were in the process of holding a series of roundtables with LEPs and any messages could then be fed back into Government.</p> <p>The need to retrain and re-skill adults would become a focus in the SWLEP Skills Plan and could include apprenticeships. The newly unemployed 40-50-60 age range would need to be reskilled quickly so this could be an opportunity for training providers. SWLEP would need to be agile and the Skills & Talent Subgroup would be the channel to promote this.</p>	



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	<p>The Swindon & Wiltshire Local Enterprise Partnership Board: ACKNOWLEDGED the actions and efforts to date and importantly that this has been achieved through close and proactive working with a range of partners; and NOTED the information for a broad understanding primarily of the Growth Hub's work in light on the pandemic.</p>	
8.0	Local Growth Deal	
8.1	<p>Reallocation of £3m – decision re Junction 15</p> <p>See comment at Item 2.2.</p>	
8.2	<p>Commissioning Group Project Highlight Reports</p> <p>CA spoke to the paper which was a summary of the focus projects.</p> <p>Chippenham Station Hub</p> <ul style="list-style-type: none"> • The project had previously been RAG rated as RED, but was now on track and the RAG rating had reverted to AMBER GREEN • Potential Covid-19 related risks around deliverability by March 2021 were under review. • £50k to be allocated for Covid-19 impacts. • Contractors had returned to the Sadlers Mead car park site, but progress was slower owing to social distancing. • A breakdown of the different phases within the overall project was given in the report. • The initial £16m grant allocation had been reduced, £3m of which was now allocated to a different project. • Design work for the station square and the transport package was underway. <p>Yarnbrook / West Ashton</p> <ul style="list-style-type: none"> • The RAG rating was at AMBER RED. • FBC was under development with ITA (Systra) and had received good feedback. It was now pending Board approval. • The FBC was due to come to the Board for approval at the May meeting but would now come forward in July. • The delay was due to drainage issues and issues arising from Covid-19. <p>The Maltings</p> <ul style="list-style-type: none"> • The RAG rating was at AMBER RED. • Valuations had been stalled and was holding the project back. • Negotiations had progressed on undertaking strategic land acquisitions, but no deals had been concluded. 	



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	<ul style="list-style-type: none"> Market conditions had deteriorated presenting a challenge. Nuveen had commenced works on the Plot 1 scheme for a new hotel, gym and library but they had been paused. It is not known when these would resume. Impact of Covid-19 on resources had delayed the signing of LGF funding agreement. Scheme design was progressing, and programme remained on track for planning submission in early 2021. <p>Swindon Bus Boulevard</p> <ul style="list-style-type: none"> The RAG rating remained at AMBER GREEN. The Outline Business Case was currently with the ITA and was due to come to the May Board Meeting for approval but had been delayed so the date for the FBC of July may also be pushed back. Key enabling works now in progress: northern diversion works on Fleming Way began on 20 April, central cabling works to resume in June. Detailed design now undergoing technical approval process and landscape design being reviewed. Spend is on track to be achieved by March 2021. <p>Southern Connector Road</p> <ul style="list-style-type: none"> The RAG rating remained at AMBER RED Compulsory Purchase Order (CPO) process has concluded successfully and agreements progress with landowners. Soft market testing had been carried out ahead of the tender issue. Work continued to progress the scheme delivering outcomes for Local Growth Fund and Housing Infrastructure Fund (HIF). Contractual arrangements were being finalised with Homes England for HIF. <p>A420 Gable Cross</p> <ul style="list-style-type: none"> The RAG rating remained at AMBER RED The Full Business Case was due to come for Board approval at the meeting in May, but was delayed The retender process had resulted in a reprogramming exercise, but the scheme was still due to spend by March 2021 and the meeting received confidence from Swindon Borough Council that this would be achievable. <p>Wichelstowe</p> <ul style="list-style-type: none"> The RAG rating was at AMBER GREEN. There had been some Covid-19 related impact upon this programme, but construction had now resumed with a slight delay/ Further designs were being developed for technical approval in line with the programme. 	



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	<ul style="list-style-type: none"> The project was due to be completed by March 2021 <p>Highlight Reports were available for all other projects. The following figures summarised the status across all the projects.</p> <p>27 live projects broken down as:</p> <ul style="list-style-type: none"> 11 projects had completed; 10 projects were rated GREEN; 11 projects were rated AMBER GREEN; six projects were rated AMBER RED; and 0 projects were rated RED. <p>SWLEP was trying to establish the original baseline of outputs for the projects and should have a better indication at the July Board. The reporting to BEIS was on Logasnet and this system did not allow for private sector contributions, so SWLEP achievements was not fully demonstrated. Our BEIS representative had a full understanding of this situation.</p> <p>Other projects were also discussed.</p> <p>Ultrafast Broadband</p> <ul style="list-style-type: none"> Programme delivery had been delayed but projects would be delivered by June 2021 and LGF funding spent by March 2021. <p>Royal Artillery Museum (RAM)</p> <ul style="list-style-type: none"> Scheme Promoter working with Wiltshire Council to move through formal Planning process. CA was assisting with the grant agreement. <p>Swindon Cultural Quarter</p> <ul style="list-style-type: none"> There had been some impact to the project from Covid-19. The programme is on track and an Outline Business Case would be presented to the Board in July. <p>Illuminating Salisbury</p> <ul style="list-style-type: none"> Slightly disrupted by the Covid-19 lockdown as the project was unable to engage in public consultation. This had delayed delivery of the OBC by one month. <p>M4 Junction 15</p> <ul style="list-style-type: none"> Working together with Highways England and the contractor, Jacobs. The Outline Business Case would come to the Board in July. Significant push from Highways England to move the project on. The Grant Agreement was currently being progressed. 	



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	<p>Wiltshire College & University Centre See comments at Items 7.1 and 7.2.</p> <p>Nythe & Piccadilly</p> <ul style="list-style-type: none"> The retender had resulted in a reprogramming exercise and for this scheme there was some impact upon both business case submission date and scheme cost. Value Engineering exercise to reduce costs was being undertaken as well as looking at programme acceleration. <p>Whitehart junction</p> <ul style="list-style-type: none"> This was a DfT retained scheme, so there was more flexibility as it was outside BEIS. Ermin Street land exchange delayed by Department for Transport (DfT) property process; Programme had been revised to reflect this delay and Change Control to be submitted as appropriate. Programme options approved for contractor to accelerate construction and revised programme awaited. Awaiting technical detailed design review sign off. Highway works commenced in April 2020. DfT had been advised of issues and proposed way forward and was being supportive. <p>Higher Futures</p> <ul style="list-style-type: none"> The programme had reached its natural end in March 2020. This had been a successful initiative and the Higher Futures brand and identity would be maintained within the Growth Hub's business support offer. SWLEP would be retaining a Skills Specialist in the wider team. <p>Careers Hub</p> <ul style="list-style-type: none"> On 20 March 2020, schools and colleges nationally were closed as part of the UK Government's response to the Covid-19 national emergency. At the start of the crisis, staff from the Careers Hub had been redeployed to the Growth Hub as part of the business response Having returned to The Careers Hub the team was now providing a virtual service. <p>Growth Hub</p> <ul style="list-style-type: none"> More information given at Items 7.1 and 7.2. The extra £257k BEIS allocation could be used in a voucher scheme for SMEs to access professional services such as lawyers and accountants etc. 	



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8.3 and 8.4	<p>Growing Places Infrastructure Fund (GPIF)</p> <ul style="list-style-type: none"> • Two of the loans had been closed. • Six loans were still outstanding. • SWLEP had held discussions with some of the loan applicants regarding delayed payments, <p>The Directors had several questions regarding the projects' financial situation and expressed concern. The expectation was for SWLEP to spend £40m in the next 10 months, which many believed was wildly optimistic given Covid-19 and subsequent delays. For example, the A420 corridor was expected to spend £2m by Q3 but the contractor had yet to be appointed. The question was raised as to when the appropriate messaging would start.</p> <p>PB advised the Board that the Delivery & Performance Team (DPT) met every two weeks. A briefing note could be provided in between those meetings to update the Board on any impact and the current status of the projects. At the July meeting the Board would need to focus on taking a position, because the review with BEIS was scheduled for some time in September. SWLEP would need to go through each project to have a response plan in place and the Board would be given the opportunity to scrutinise the projects. It may be necessary to make hard decisions about potential termination if the projects could not be moved back to GREEN status. Some Directors however would prefer to put pressure on BEIS to extend the deadlines, because we wanted to complete all these projects, for example The Maltings.</p> <p>All LEPs were grappling with the same issues as most of LGF monies were allocated to transport infrastructure projects which were struggling with delays. The LEP Network was acting as the collective voice for all LEPs and was feeding this information to Government.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the highlight reports as an accurate representation of the current status of all LGF and other projects.</p> <p>(Rapid Transit) – Urban Traffic Management Control (UTMC) Outline Business Case and (Rapid Transit) North Swindon (Moonrakers) Full Business Case</p> <p>CA spoke to the papers regarding both the Rapid Transit UTMC Outline Business Case and the Rapid Transit North Swindon Full Business Case.</p> <p>The Outline Business Case for the Urban Traffic Management Control (UTMC) can be found on the SWLEP website by following the link below</p>	



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8.5	<p>https://swlep.co.uk/docs/default-source/programmes/local-growth-fund-lgf/outline-business-cases/rapid-transit---utmc/utmc-draft-business-case-v5-3_final.pdf?sfvrsn=2b143176_4</p> <p>The recommendation from the ITA was that more information on milestones for this project was required.</p> <p>The Full Business Case for Rapid Transit North Swindon can be found on the SWLEP website by following the link below.</p> <p>https://swlep.co.uk/docs/default-source/programmes/local-growth-fund-lgf/full-business-cases/rapid-transit/north-swindon-qbc-full-business-case---redacted.pdf?sfvrsn=cd59946e_4</p> <p>NOTE: The Full Business Case had been redacted as the project was at the tender stage and the document contained confidential financial information.</p> <p>The recommendation from the ITA was that assurance from Swindon Borough Council on air, noise and accident mitigation was required to reduce the adverse impact. The Board was advised that mitigation had been considered.</p> <p>Both schemes represented good value for money.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Outline Business Case for Rapid Transit – Urban Traffic Management and Control, enabling the continuation of design and development work and the production of a Full Business Case; and APPROVED the Full Business Case for Rapid Transit – North Swindon Quality Bus Corridor, noting the mitigating actions and monitoring commitments as stated by Swindon Borough Council.</p> <p>Finance and outputs reports for LGF projects CA spoke to the paper.</p> <p>Directors had questions regarding the reports and received explanations.</p> <p>Action: CA to provide a report back to Board, giving an update report for the last year.</p> <p>The Swindon & Wiltshire Local enterprise Partnership Board: APPROVED this paper as an accurate summary of the current LGF financial position.</p>	May 2020
4.0	The Remuneration Committee update	



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	<p>Having returned from the telephone conference call regarding the Western Gateway, PW updated the meeting on the recommendations of the Remuneration Committee which had met on 20 April to discuss:</p> <ul style="list-style-type: none"> the employment of Paddy Bradley as Chief Executive Officer of the new SWLEP Ltd company; his remuneration package; the Chair's Honorarium; and potential succession planning. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: ACCEPTED the recommendations of the Committee to appoint Paddy Bradley to the role of Chief Executive at the remuneration package discussed; and NOTED that the Chair had declined to take the Honorarium offered.</p>	
5.0	Governance Framework	
	<p>The Chair updated the meeting on the proposed amendments to the existing Governance Framework. No further guidance was expected from Government this year. SWLEP did not want simply to align with the National Assurance Framework, but to exceed the directives.</p> <p>DS outlined some of the proposed changes shown in Table I of the paper.</p> <ul style="list-style-type: none"> A change of terminology from Members to Directors Retention of the permanent roles from Swindon Borough Council and Wiltshire Council There would be a standing role for the military representative, but not necessarily tied to a specific post There would be a standing position for an Education representative who could rotate. The education representative was essential as Skills & Talent underpinned all emerging strategies in the LIS. <p>Both Leaders of the Councils expressed concern regarding Section 3 of the document. The Leader of Wiltshire Council stated that neither its Legal team nor Section 151 Officer had seen this report and that it was premature to be voting at this meeting. The suggestion was made to hold the item back for more discussion.</p> <p>Points of clarification were made that the paperwork was issued to the legal team at the same as Board papers were issued to Directors and that agreement was made at the March Board meeting that the Governance Framework Working Group would put together a proposal for recommendation to the Board.</p> <p>The members of the Governance Framework Working Group were:</p> <ul style="list-style-type: none"> Paul Moorby Alison North 	



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	<ul style="list-style-type: none"> • Mandy Clarke • Debby Skellern <p>The group had met once.</p> <p>The response to the concern about the democratic deficit was that appropriate council representation appeared within LEPs and it was a requirement from Government to have trading companies as the majority on the Board. LEPs were accountable to Central Government, all SWLEP Board meetings had been held in public since 2015, and the Section 151 Officer had to make a statement each year about the Assurance Framework.</p> <p>Now the SWLEP was a limited company there was a necessity for the organisation to amend its Framework; each Director to have equal status on the Board. With Swindon & Wiltshire's large military presence and Education being the critical role for the area, it made sense for the other two standing positions to be held by the military and an educational leader.</p> <p>The Leaders were happy to discuss the matter further but objected to having to decide at this board meeting when there had been no time to obtain legal advice. The suggestion was made to achieve a consensus of views from the Directors ex committee via email and advise of the decision, which would also include inputs from the Legal Department and Section 151 Officer.</p> <p>Action: PB to ascertain Directors' views via email and advise decision.</p> <p>The Swindon and Wiltshire Local Enterprise Partnership Board: RESOLVED to achieve a consensus of views ex-committee via email on the proposed changes to the Governance Framework 2019.</p>	May 2020
11.10am	Comfort break	
9.0	Local Industrial Strategy (LIS) update	
9.1	<p>Project under development</p> <ul style="list-style-type: none"> • Innovation Centre for the Circular Economy (ICCE) <p>DS spoke to the paper and gave some background to the proposed project. Proposals for sustainable technologies, projects and innovation activity was a substantial part of the Local Industrial Strategy (LIS) and would kick start work at Wroughton. The Team was at the meeting to give some context to the proposal. The presentation given at the meeting by Professor Matthew Davidson and Adrian Griffiths, with Simon Bond and Matt Moore in attendance to assist, can be accessed via the following link:</p> <p>https://swlep.co.uk/docs/default-source/board-meetings/2020/icce-crdc-presentation-200520.pdf?sfvrsn=c1f950ee_4</p>	



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9.2	<p>This was an exciting opportunity for realising the circular economy in Swindon & Wiltshire and hit Strategic Priority Number 4: Research and innovation opportunities at the Science Museum, Wroughton.</p> <p>The Board Directors raised several questions regarding the proposal including the commercial benefit of the project, the percentage share for the investment agreement, whether there had been any impact on research funding because of Covid-19 and would it affect this project and whether it would be sustainable energy.</p> <p>A lot of the questions were discussed in the meeting, but others were taken off-line.</p> <ul style="list-style-type: none">• Sustainable energy was one aspect of involvement• Circular economy required the use recyclable materials• There would be cross sector alignment, reaching back into the research expertise of universities <p>Simon Bond from SetSquared stated that they were all following sustainability, and this was a wonderful growing market trend. SetSquared would be based inside ICCE to help partners grow and increase jobs etc. The company was already providing this service to SMEs through the Growth Hub partners to deliver the same service via ERDF. Within this scheme, companies would be able to hire university researchers on demand.</p> <p>This would mean a mass capacity to recycle with the IP being shared with other counties.</p> <p>Several Directors were excited by the proposal and declared it an excellent innovative venture which would bring economic benefit to the region and support the LIS. Swindon would become an academic gateway with The Institute of Technology supporting that capacity.</p> <p>PB stated that if Directors would like more information another session could be arranged as it was clear that Directors would like to be more closely involved. It was a project which aligned significantly with the Local Industrial Strategy.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: AGREED the ICCE proposal should be developed into a strategic outline business case focussing on the potential of the Wroughton site as a main facility with a Research Gateway facility in Swindon.</p> <ul style="list-style-type: none">• Business-led cyber centre update	



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	<p>AG updated the meeting on the latest developments for the business-led Cyber Centre. The plan originally had been to lead on a major engagement strategy with key cyber stakeholders, but this had been postponed owing to the situation with Covid-19. The opportunity had arisen to take 1,000 sqm of real estate at Corsham Science Park with space for 60-100 people. This would act as a pilot to develop in more detail the move towards a Business Case. The venture would be with Bath ASU and each would contribute £20k to the feasibility of developing the specification.</p> <p>SWLEP would like to take this space and turn into land for our capabilities with the creation of a Digital and Cyber incubator. Phil Clement, SWLEP's Head of Investment & Export, and Chris Crowther, a consultant employed on the project, were eager to get into this internationally. There would be a call for partners across the country including cyber employment firms, interest from law enforcement and Service personnel from the Corsham area. Up until now the private sector had been left on its own, but the plan would be to build up an Operation Resilience Team with a pipeline of businesses coming forward. This could be an equity investment opportunity for SWLEP, generating income towards the Growing Places Infrastructure Fund (GPIF). Bath ASU managed the Science Park and wanted to develop it for Life Sciences and Cyber. This provided an opportunity for both SWLEP and Bath ASU to move into this arena.</p> <p>There was already a lot of interest shown for this project and Corsham was a great locality point on the Western Gateway. PWh stated that he was entirely supportive as it started to tie everything together all the way from Porton.</p> <p>Part of the study would be to ascertain the cost of such a venture. The new reality was that more people would be working from home in the future so online virtual connectivity would be woven into the development of the scope. Overseas companies which wanted a footprint in UK would prefer to see a physical building and this would offer a secure enclosed space.</p> <p>Director involvement would be welcomed.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the preparation of a proof of concept and delivery model to be presented at the Board meeting on 22 July; and APPROVED a contribution of £20,000 towards the cost of this work.</p>	
9.3	<p>People Foundation</p> <ul style="list-style-type: none">• Skills Plan update	



Item	Narrative	Deadline
9.4	<p>As AB had been unable to attend the last Subgroup, she had asked PB to update the Board meeting on the status of the Skills Plan.</p> <p>PB stated that Skills was part of the People Foundation within the Local Industrial Strategy. The national data provided via Government sources was out of date as it looked to the past. SWLEP had bought into two schemes to provide more up-to-date Local Market Intelligence (LMI) - EMSI and Labour Insight. One of the reports available was the awareness around job vacancies. Jobs advertised in this area were at the second lowest level since 2012 and apprenticeship starts had also dipped. We could now track this situation and be agile in response. The number of unemployment claimants had also doubled, so there was a need to upskill to move them into jobs.</p> <p>Salute my Job, a social enterprise company, provided IBM-approved cyber security training for Military Leavers. There could be an increase in lower level types of apprenticeships as students move through progression into upper level skills.</p> <p>Live Labour Market Intelligence would drive the strategy and routes into higher education, particularly those leading to social mobility to assist those with access to education issues, across the digital divide, with learning difficulties or disabilities and improve the level of support.</p> <p>The Skills & Talent Subgroup would approve the draft of a plan to recommend to the Board for the meeting in July. An Annual Report would be produced in March 2021 which would set out the aims and what had been achieved.</p> <ul style="list-style-type: none"> Department for Education (DfE) funding for 2020/21 <p>DS gave a verbal update to the meeting. The proposal was for a continuation of funding to support the Skills Advisory Panel (SAP) analysis which had been completed last year and to continue to monitor the impact. SWLEP was awaiting confirmation on what had been submitted and would advise the Board in due course.</p>	
6.0	Growing Place Infrastructure Fund (GPIF) update	
	<p>PB updated the meeting on the decisions of the Board for three applications to the Growing Places Infrastructure Fund (GPIF) totalling £676,500.00. The Board had approved the applications to progress to the next stage of the process, the loan agreements. Once these had been agreed and signed, they would appear on the website.</p> <p>PB called on people to promote the scheme and take advantage of the low interest rates on the loans.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board:</p>	



Item	Narrative	Deadline
	NOTED the application process.	
10.0	Business Planning for 2020/21	
	<p>PB updated the meeting on the key items from the paper. All items were directly related to the Local Industrial Strategy, apart from LGF projects which would continue from five years ago. There were 14 programmes embedded in the work which had been given provisional budgets and indicative sources of funding. Not all were yet in operational mode as SWLEP was still assembling the packages.</p> <p>Directors' involvement was sought to act as sponsors for areas to input ideas and have full oversight. This would operate via the Subgroups outlined in the Governance Framework.</p> <p>PB was to issue a formal request via email to Directors to request this support for areas which did not already have a designated Board sponsor.</p> <p>Action: PB to issue request to Directors with response required within two weeks.</p> <p>It was acknowledged that volunteers may need training and guidance to fulfil this role.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: ENDORSED the strategic direction of the SWLEP Business Plan 2020-21; and REQUESTED individual Directors to identify to which programmes they would like to contribute some of their time for governance purposes.</p>	May 2020
11.0	AOB	
	<p>PJM thanked the SWLEP team for the fantastic job at protecting the economy of the area and staying safe during the current crisis with the hours being completed to provide evidence to the decision makers in Government. He also thanked the Directors for the hours they volunteered in being on the SWLEP Board. It demonstrated true partnership working for the benefit of all.</p> <p>PB advised the meeting that SWLEP was to hold its AGM in July, although as a small company it was not legally bound to do so. SWLEP was in the process of working out how to manage this in the current circumstances, but it would coincide with the publication of the annual report.</p>	



	Date of next meeting	
	Wednesday, 22 July 2020 The meeting may again be held via video / telephone conferencing otherwise, it would be held at: The Auditorium, Aspire Business Centre, Ordnance Road, Tidworth, SP9 7QD.	
	Future Meetings The Board Directors to meet at 9am for a 9.30am start to the public meeting. Wednesday, 23 September 2020 Location to be advised. Wednesday, 25 November 2020 Location to be advised	
	Close of the meeting at 12.20pm	

23 September 2020