



In attendance:	Board Directors: Paddy Bradley (PB) Mandy Clarke (MC) 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 (PWh) Peter Wragg (PW) – Deputy Chair	Board Advisers: Susie Kemp (SK) – arrived 9.40am Observers: None
Apologies:	Amanda Burnside (AB) Pauline Church (PCh) Alistair Cunningham (AC) Sam Fox (SF) Doug Gale (DG) Karen Leigh (KL), BEIS representative Cllr Gary Sumner (GS)	
Guest(s):	Col Nev Holmes (NH) and Duncan Attwell Leanne Sykes and Rory Bowen, Wiltshire Council Claire Alexander (CA) / Dragana Houston (DH) and Debby Skellern (DS) of SWLEP Philippa Venables (PV), Swindon Borough Council (SBC)	
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 9.30am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of the standing items which were noted below:</p> <ul style="list-style-type: none"> • PW's Conflict regarding the LGF General Account for the Royal Artillery Museum (RAM) as he is a trustee of RAM; • AR's standing Conflict as Catalent was an Anchor Employer for the Institute of Technology (IoT); and • CK's standing Conflict as New College was involved as a provider in the Institute of Technology (IoT). 	



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	<ul style="list-style-type: none"> PJM's Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (TGVVIC) 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 21 May 2020 were reviewed and approved. Minor corrections had been received from PV. CA would be checking and advising DKH accordingly.																						
2.2	<p>Matters Arising not on the agenda:</p> <ul style="list-style-type: none"> CA to provide a report back to Board, giving an update report for the last year on finance and outputs reports. The Paper provided for this meeting would give an update on the issues. PB to ascertain Directors' views via email and advise decision regarding the Governance Framework. DS confirmed the remote voting outcome as below. <table border="1"> <thead> <tr> <th>The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:</th><th>Yes</th><th>No</th></tr> </thead> <tbody> <tr> <td>Agree to replace in the Governance Framework text 'Board 'Members' with 'Board 'Directors'</td><td>15</td><td></td></tr> <tr> <td>Approve the revised Governance Framework July 2020</td><td>14</td><td>1</td></tr> <tr> <td>Approve the Standing Members terms of reference</td><td>15</td><td></td></tr> <tr> <td>Approve the Strategy Committee draft terms of reference</td><td>15</td><td></td></tr> <tr> <td>Approve the Performance Committee draft terms of reference</td><td>14</td><td>1</td></tr> <tr> <td>Approve the Subgroup revised terms of reference</td><td>15</td><td></td></tr> </tbody> </table> <p>There had been no abstentions. The Board noted the outcome of the vote and the new Governance Framework was now adopted.</p> <ul style="list-style-type: none"> Business Cyber Centre (BCC) – proof of concept and Strategic Outline Business Case to come to July Board. PB advised that an update and an agenda item had been set for 6 August which would cover the BCC and ICCE in more detail as more discussion was needed. PB to issue request to Directors for sponsors with response required within two weeks. Awaiting confirmation of Governance Framework 	The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:	Yes	No	Agree to replace in the Governance Framework text 'Board 'Members' with 'Board 'Directors'	15		Approve the revised Governance Framework July 2020	14	1	Approve the Standing Members terms of reference	15		Approve the Strategy Committee draft terms of reference	15		Approve the Performance Committee draft terms of reference	14	1	Approve the Subgroup revised terms of reference	15		
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	vote prior to issue. As the new Governance Framework was now adopted, confirmation of Directors to step up for specific roles was requested. The new Framework formalised the military and education sectors on the Board. The military could nominate its representative and its involvement was very much appreciated.	
3.0	Submitted Questions	
	SWLEP had not received any submitted questions from the public for this meeting.	
4.0	Post Covid-19 Recovery	
4.1	<p>Recovery planning through the Local Industrial Strategy:</p> <p>Skills Plan</p> <p>PB introduced the item. Skills development for young people and reskilling and upskilling of the working population was crucial. Some sectors of the economy had been badly hit with redundancies releasing people into unemployment. We needed to provide support and offer opportunities for further skills development. These elements had been reflected in the Skills Plan which had been approved by the Skills & Talent Subgroup and was recommended to the Board. A Working Group had been established to draft the plan which included a cross-section of stakeholders such as providers and employers, as a key element was to produce a balance between supply and demand.</p> <p>DH spoke to the meeting. The Skills Plan sat within the People Foundation of the Local Industrial Strategy (LIS) and was drafted with a strong evidence base behind it. The two strategic priorities outlined in the Plan were:</p> <ul style="list-style-type: none"> • maintaining the balance between the skill supply and demand; and • enhancing inclusive growth. <p>Ensuring an increase in aspirations was key in getting more people through Higher Education and into highly skilled jobs. Low aspirations impeded social mobility with reduced educational achievement and employment outcomes. The workplace would continue to evolve, so gathering intelligence was important to ascertain the level of skills required and the appropriate provision in the education landscape. Employee health overall was included. The Plan was not a static document but would continue to evolve as situations changed.</p> <p>There was a good discussion about the Skills Plan, which was welcomed given the present circumstances. A request was made for the role of the Local Authorities to be acknowledged in working with employers for apprenticeships.</p>	



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4.2	<p>The impact of Covid-19 was included in the strategy and by using live intelligence, we could adapt the plan to prepare for a second wave as and when necessary. Hospitality and tourism sectors had been particularly affected. Those doing well were cyber and health & life sciences. SWLEP would be monitoring developments and live intelligence was more important now than ever.</p> <p>The request was made for the response to Covid-19 to be captured in the action plan. There were some short-term initiatives active at present so these should be investigated to ascertain what was successful in the area and monitored at the Skills & Talent Subgroup. This could be turned into long-term impact.</p> <p>There was a big opportunity post-Covid to engage with as many businesses, schools and colleges through the Careers Hub as possible. Investing in careers education and engaging the business community more in education was an aim of the Swindon & Wiltshire Careers Hub. We need to build on fantastic examples of individuals to ensure we go beyond good individual relationships between education providers and businesses and ensure business/education co-operation is systemic. We wish to remove the risk of a post-code lottery by embedding awareness of the world of work and all necessary relationships into the education system. The advice and guidance needed to be sharp, so students understood the choices. Engagement with parents was also necessary. Everyone should have access to life-long learning.</p> <p>Action: DH to modify the document as per Directors' comments.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Draft Skills Plan July 2020; and APPROVED the Draft Skills Action Plan July 2020.</p> <p>Implementing Local Industrial Strategy (LIS) Projects</p> <p>MHLG had requested ideas for accelerating existing projects or even new projects which could be delivered to very tight timescales, by March 2022. This was called the Getting Building Fund. SWLEP's future activity must be determined by the LIS and implement projects identified in it. To that end, SWLEP had put forward:</p> <ul style="list-style-type: none"> • the Business Cyber Centre; • Swindon's Carriage Works; and • Porton Science Park Phase 2. <p>The Carriage Works, based next to Swindon station, enabled innovation and incubation space, was nearly full, well regarded and doing well. The money would be used for the next stage of development and lead to more university led work in the area with 290+ jobs.</p>	



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	<p>The MoD had withdrawn the offer of land for The Royal Artillery Museum (RAM), so therefore the Trustees had withdrawn the request for LGF funding. This would release £1.35m back for reallocation. The proposal was for £1.3m to be allocated to Salisbury's People Friendly Streets scheme, whilst retaining £50,000 to be used for further feasibility work into the Innovation Campus for the Circular Economy (ICCE) and the hydrogen demonstrator.</p> <p>The pressure of the LGF review would mean that these schemes had to be contracted quickly. SWLEP had been allocated up to £9.7m from the £900m pot and the Government wanted to start in the summer. The majority of the project needed to be completed and monies spent by March 2022. The Section 151 Officer had to sign up to the projects, but this was difficult when details, such as business cases, for these new projects were not available. So, an opinion was requested.</p> <p>The meeting was advised that the People Friendly Streets project was being implemented via an Emergency Traffic Order. Cars were cutting through the City Centre, but not stopping, to avoid the ring road. This project would provide a better ambience with controlled access for vehicles. Wiltshire Council was working with disability organisations which had raised concerns. This pilot scheme would start in September and if successful could be rolled out across all the towns in Wiltshire.</p> <p>The Chair was disappointed that the RAM project was not in a position to go ahead but putting the money to the Salisbury People Friendly Streets was a fantastic alternative. PW stated that the RAM project was stalled, not cancelled, and they would be back at a future date.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: ENDORSED the submission of three projects for the next stage of appraisal by Government for access of up to £9.7m in total, with £3.7m allocated to the Business Cyber Centre, £4m to The Carriage Works and £2m to Porton Science Park Phase 2; ACKNOWLEDGED the removal of the Royal Artillery Museum (RAM) as a project within the SWLEP's local growth fund; RE-ALLOCATED the £1.35m from the RAM project to enable further development of projects within the Local Industrial Strategy (LIS) as follows:</p> <ul style="list-style-type: none"> • £1.3m to the Salisbury City Centre – People Friendly Streets projects which was included in the list of projects submitted to the Ministry of Housing, Communities and Local Government (MHCLG); • £0.05m to be retained by the SWLEP under its freedoms and flexibilities with the SWLEP CEO authorised to fund 	



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4.3	<p>the urgent further development of business cases to support the LIS priority projects.</p> <p>Growth Hub updates</p> <p>CA updated the meeting on the Growth Hub and access to the presentation given can be made by using the following link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-july-2020---growth-hub-update.pdf?sfvrsn=2d393b9a_4</p> <p>The Growth Hub had made a significant amount of progress and an increase in staff numbers and therefore a change in structure was now being implemented. The SME Competitiveness Programme was being mobilised. Some additional roles had already been recruited, but more vacancies were on the website for specialists within Finance and Digital for other support funding.</p> <p>SWLEP was now in its last year of capital projects via LGF. Although it is hoped more capital funding would be forthcoming, the Growth Hub was becoming the prominent element of the work of the SWLEP. BEIS had been impressed with the commercial and modern approach to business support in the SWLEP area. CA thanked the Local Authorities for their support. Partnership working between the public and private sectors was very important.</p> <p>The Growth Hub was congratulated for its response during Covid-19. AN, as Chair of the Growth Hub Governance Group, thanked staff for their hard work in the current circumstances.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: READ and DIGESTED the information to gain a broad understanding of the Growth Hub's work in light of the pandemic and going forward.</p>	
11am	Comfort break	
5.0	Local Growth Deal	
5.1	<p>Local Growth Deal</p> <p>BEIS LGF Finance Review</p> <p>CA spoke to the paper and the presentation can be accessed via the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2020/swlep-board-slides-july-2020---lgf-review.pdf?sfvrsn=65de4b42_4</p>	



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	<p>2/3 of the Government grant for FY 20/21 had been released on 13 May, but 1/3 had been withheld and was under review. The inference was that projects may become at risk and monies would be clawed back if insufficient progress was made. A Covid-19 Impact Register had been developed to monitor the situation.</p> <p>The status of elements of the Chippenham Station Hub project appeared to be different from the information originally submitted by officers and included in the return to BEIS. CA is in the process of confirming that the Sadlers Mead element of the Station Hub was actually contracted (£5.19m). In an update at the meeting, PWh stated that he had been notified that the Sustainable Transport project within Chippenham Station Hub was now also contracted (£1.94m). The BEIS Review Meeting would take place in September and, if successful, the monies would be released in October. SWLEP was being proactive with BEIS and offering ongoing updates on the situation ahead of the Review. SWLEP's reputation with Government would suffer if the Review were not successful.</p> <p>An update was requested and given on A350 Yarnbrook / West Ashton project. Issues had been escalated with the developer and meetings requested. This was a major strategic housing scheme and would affect Wiltshire Council's long-term local plan. This project would remain at RAG rating RED until was it sorted with the developer. This project remained Wiltshire Council's highest risk, with Chippenham Station Hub and The Maltings causing less concern. As this project had been slow prior to Covid-19 it was difficult to see that this situation would change over the next six months. All efforts were collectively going into getting the money contracted. The Yarnbrook project remained a significant concern.</p> <p>Action: CA would update slides to circulate to Board when there were any significant changes; and PWh would provide updates on the situation when available.</p> <p>A report was being prepared for Karen Leigh, SWLEP's BEIS Representative, on the status of the projects. This could be circulated to Directors. SBC's Officers had provided all the necessary detail and were confident that the money could be contracted and spent by the deadline and all schemes would be delivered. SK thanked the meeting for recognising all the hard work put in by Officers to reach this stage.</p>	
5.2	<p>The Maltings update from scheme promoter</p> <p>CA spoke to the paper. The Maltings scheme had been adversely affected by Covid-19 as the hotel promoter had withdrawn its involvement, so Wiltshire Council was submitting a revised proposal.</p>	



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5.3	<p>The previous scheme had allocated £2m towards flood alleviation. River Park, the new scheme, had the backing of the Environment Agency (EA) and the total flood alleviation project would cost £18m. 60% would be met via a flood defence grant, needing a match requirement. LGF funding would achieve this match and £5.26m would be forward-funded to EA. This was in response to a climate emergency but would also increase the number of homes with flood protection. The outputs in the 2016 scheme had been 200 houses, whereas this scheme provided 457 homes. The Full Business Case would come to the September Board Meeting once reviewed by the ITA. Other LEPs had used LGF monies for flood alleviation schemes and it was also a category for the new money.</p> <p>Last year the Environment Agency (EA) had revised the flood maps for Salisbury and the impact levels had been changed significantly. The City Centre had been very close to flooding four or five times over the last few years. There were many advantages to the scheme, with the EA taking a more prominent role than Wiltshire Council. The Agency was absolutely behind the scheme and keen to get it completed. The funds would be transferred straight to the EA, so the spend and contracting profile would be easy to fulfil and the EA would deliver the scheme. The involvement of a Government agency like EA gave us greater confidence of being able to use the money and would give good quality homes within a good environment and benefit the city centre.</p> <p>The Directors were in favour of this allocation, but requested assurance on the level of control over the EA. The Funding Agreement with the EA would be through Wiltshire Council against a set of deliverables and outputs. If the FBC did not reach approval at the September Board Meeting, the money would still be SWLEP's responsibility.</p> <p>PW stated that he would discuss the hotel for The Maltings with SF/RB offline if it were still appropriate.</p> <p>The Swindon & Wiltshire Local Enterprise Board: APPROVED the revised Maltings scheme to be known as River Park, in order that a full business case can be prepared.</p> <p>LGF Business Cases for approval:</p> <p>Rapid Transit UTM Full Business Case CA spoke to the paper and advised that the Outline Business Case had been approved at the May Board Meeting and the ITA considered this to be a sound project. Swindon Borough Council (SBC) had readdressed the issue around spend and was looking to progress to award letters within the month. There was a potential risk associated with the project and increased costs when excavations were carried out for the signposts; it depended on</p>	



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	<p>what was uncovered during these excavations. SBC was confident it would go out to tender and set contract in place quickly.</p> <p>Overall, there was general support for the project. This project was infrastructure / movement of people and the question was raised whether projects such as these should be reviewed in the light of Covid-19 and whether they would still be of value post-Covid. Although it was thought that some projects would be impacted, there was no evidence at present and road usage was anticipated to be up to 70% of pre-Covid levels. This project would work towards hitting the green economy and job creation. There was a national fund of £350m to support the green economy and more focus towards NetZero. There would be more demand and need for pedestrian and cycleway support and other means of public transport to reduce traffic on roads.</p> <p>A point was raised about a potential change in legislation which may allow e-scooters to be legal. E-scooters were being trialled in Teeside, but the question was how this would be managed alongside pedestrian routes and with car traffic. SWLEP would keep a watching brief. There had been an increase in cycle use owing to Covid-19, so should SWLEP accelerate any schemes and provide additional funding? SWLEP had already funded pedestrian and cycle routes in Swindon and a Sustainable Transport project in Chippenham and now Salisbury's People Friendly Streets.</p> <p>Future capital projects would have greater emphasis on non-vehicle transport. Although Wiltshire Council was very supportive of walking, cycling and horse riding, people should be mindful of routes around the county as it was more difficult in rural areas than in an urban environment. Only 1% of the county's population used a cycle for work. The meeting was also asked to be careful of the current increase in cycling as this may be from people who had been furloughed etc and may not be a permanent situation. Market towns were comparatively small and allowed walk to work, so Wiltshire Council had increase walkways, such as Bumpers Farm to Chippenham Town Centre and routes around Bradford-on-Avon.</p> <p>DA asked about the project to increase cycleways around the military communities. Although the project had gone quiet recently, PB advised that it was in SWLEP's pipeline of projects. Swindon was very supportive of these types of initiatives but advised that these would affect bus companies' revenue. They were currently operating at a third capacity and were not making any profit. Keep watching brief over the next few months.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case for Rapid Transit UTM in order that the project can proceed and complete, this being the third and final element within the overall scheme; and</p>	



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5.4	<p>NOTED that the UTMC element of the Swindon Quality Bus Corridor scheme, known as Rapid Transit, is £1.25m (was £1.6m) with £275k already spent. Approval of the FBC unlocks a further £975k of anticipated spend. SBC has advised that award letters will be progressed within a month of FBC approval, with the remaining £460k to be awarded through call off contracts of which the vast majority, if not all, will be done within a month of the Board approval, thus moving the project to fully contracted status.</p> <p>M4 Junction 15 Full Business Case CA spoke to paper and explained that Highways England had worked very hard with SBC to meet the deadlines set. LGF spend would be completed by March 2021 and the project itself would be completed after that date. This was an example of strong multi-agency working. All but one of the objections to the Traffic Regulation Order had fallen away. SBC stressed the strategic importance of this project for growing the economy and the future of East Swindon.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the Full Business Case in order that the project could proceed and that the LGF contribution, £3m, could be contracted and spent during the 20/21 financial year.</p>	
5.5	<p>Commissioning Group Project Highlight reports CA spoke to the paper and summarised the RAG rating status of the projects as follows:</p> <ul style="list-style-type: none"> • there were 28 live projects; • 14 were at GREEN; • nine were at AMBER GREEN; • four were at AMBER RED; and • One was at RED. <p>Two of the AMBER RED projects had already been discussed in detail in the section above, Chippenham Station Hub (Item 5.1) and The Maltings (Item 5.2). The two remaining projects at AMBER RED came under the Department of Transport (DfT) retained schemes. These were complex projects which fell outside the LGF project monitoring, being the White Hart Roundabout and the Southern Connector Road. Both projects were making progress and CA thanked the officers and project managers for their work in getting the projects on track. A Covid-19 Risk Register was being maintained to monitor the evolving situation.</p> <p>Two Growing Places Infrastructure Fund (GPIF) loans had now been issued with:</p> <ul style="list-style-type: none"> • Popps Partnership Ltd; and 	



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	<ul style="list-style-type: none"> Clinical Partners Limited <p>The Swindon & Wiltshire Local Enterprise Partnership: NOTED the contents of the paper.</p>	
6.0	AOB	
	<p>The Chair advised the meeting that Becky Middleton had stood down as a Director of the SWLEP Board having tendered her resignation the evening before. Thanks, were given to Becky for her time on the Board. The Chair stated that SWLEP would be interested in recruiting additional directors from the private or voluntary sectors and asked Directors to use their networks and for prospective recruits to get in touch. The SWLEP was striving for a 50/50 gender balance.</p> <p>PB advised that Alistair Cunningham, Wiltshire Council's advisor to the Board in his capacity as Corporate Director, and latterly as Joint Chief Executive Officer, had now left the organisation. Thanks were given to Alistair for his time spent with the Board. A note of thanks and appreciation would be sent by SWLEP.</p> <p>The date of 6 August had been scheduled for an additional Board Meeting to discuss the Business Cyber Centre (BCC) and the Innovation Campus for the Circular Economy (ICCE). Owing to the nature of the discussions, the meeting would be held in private.</p>	
	Date of next meeting	
	<p>Wednesday, 23 September 2020</p> <p>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.</p>	
	<p>Future Meetings</p> <p>The Board Directors to meet at 9am for a 9.30am start to the public meeting.</p> <p>Wednesday, 25 November 2020 BuildIt Suite, National Self Build and Renovation Centre</p>	
	Close of the meeting at 12 noon	

28 September 2020