

AGENDA

Public Board Meeting

Date: Thursday, 22 July 2021

Venue: Via Video / telephone conferencing using Microsoft Teams link

Time: 9.30am – 11.30am

Membership		Attendance
Board Directors:	Paddy Bradley (PB) Mandy Clarke (MC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) - Chair Carole Kitching (CK) Alison North (AN) David Renard (DR) Keeran Vetriko (KV) Pam Webb (PWe) Prof Ian White (IW) Richard Clewer (RC) Suzanne Wigmore (SW)	✓ ✓ ✓ ✓ until 11am ✓ ✓ ✓ until 10am ✓ ✓ ✓ Apologies ✓ ✓
Advisors to the Board:	Terence Herbert (TH) Susie Kemp (SK)	
Observers to the Board:	Cllr Pauline Church (PCh) Cllr Gary Sumner (GS)	✓ ✓ from 10am
In Attendance:	Claire Alexander (CA) Tim Burghes (TB) Phil Clement (PC) Sam Fox (SF) Anwen Jones (AJ) / Emily Manser (EM), BEIS Representatives Debby Skellern (DS) Leanne Sykes (LS)	✓ Tentative ✓ ✓ ✓✓ ✓ ✓
Guests:	Cllr J Ali, Swindon Borough Council ✓ Amanda Newbery ✓ Andy Hogben tentative Cllrs Richard Britton ✓ Ian Thorn ✓, Wiltshire Council Parsa Mohammadpour ✓ Stephanie Loo ✓ / Adrian Griffiths, Recycling Technologies ✓ Matt Moore, Science Museum Group ✓ Prof Matt Davidson, University of Bath ✓ Gavin Maxell-Hart ✓ Jonathan Seville, University of Birmingham ✓	
Chairman:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	

	9.30am	Start of Public meeting			
1.0	9.30am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.35am	Review of Draft Minutes of public Board Meeting of 27 May 2021.	Paper 2.1	PJM	For approval
2.2		Matters Arising: There were no matters arising.	Verbal	PJM	
3.0	9.40am	Submitted questions	Paper 3.0	PJM	
4.0	9.45am	Wroughton Campus and the Innovation Campus for the Circular Economy (ICCE)	Presentation		For information
5.0	10am	Chief Executive's report	Paper 5.0	PB	For approval / information
6.0	10.10am	Q1 Income and Expenditure Budget 2021-22	Paper 6.0	PB	For information
7.0	10.20am	Business Action Plan Quarter 1 update	Paper 7.0	DS	For information
8.0	10.30am	Membership of SWLEP Limited	Paper 8.0	DS	For approval
9.0	10.40am	Natural Capital (PhD project)	Presentation	DS/PM	For information
10.0	11am	Inward Investment Report	Paper 10.0	PC	For information
11.0	11.20am	Programme Status Report	Paper 11.0	CA	For information
12.0	11.30am	AOB	Verbal	PJM	
		Date of next Board meeting: Thursday, 30 September 2021 via video conference. 9am for Directors only 9.30 – 12.30pm for Public Board Meeting		PJM	
		Future Meeting dates Thursday, 25 November 2021 All via video / telephone conference until further notice.			
	11.30am	Close of Part ONE - Public Meeting			



Item	Timing	Topic	Paper No.	Lead	
		The public are excluded from this part of the meeting under the terms of the Swindon & Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.			
	11.30am	Comfort break			



	Board Directors: Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Richard Clewer (RC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) Carole Kitching (CK) Paul Moorby, OBE (PJM) - Chair Alison North (AN) David Renard (DR) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW)	Board Advisers: Susie Kemp (SK) Observers: None
Apologies:	Terence Herbert (TH) and Leanne Sykes (LS), Wiltshire Council Col Nev Holmes (NH) Keeran Vetriko (KV) Cllr Gary Sumner (GS), Swindon Borough Council	
In attendance:	Rory Bowen (RB) / Sam Fox (SF), Wiltshire Council Claire Alexander (CA), Phil Clement (PC) and Debby Skellern (DS), SWLEP Anwen Jones (AJ) and Emily Manser (EM), BEIS representatives	
Guest(s):	Tim Burghes (TB), Dragana Houston (DH), Courtney Sweet - SWLEP Cllr Junab Ali, Andy Hogben, Cllr George Jeans and Amanda Newbery - SWLEP Joint Scrutiny Panel members Alison Robinson (AR) – representing SI51 team in Leanne Sykes' absence	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Via conference call	

Item	Narrative	Deadline
I.0	Welcome / Apologies / Conflicts of Interest / Board Appointment	
	<p>The meeting opened at 9.56am and the Chair welcomed attendees. Particular welcome was extended to any members of the public who had joined the meeting, members of the SWLEP Joint Scrutiny Panel and Richard Clewer in his new role as Leader of Wiltshire Council to his first meeting of the SWLEP.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of standing items to this agenda which were:</p> <ul style="list-style-type: none"> AB's Conflict of Interest with regard to LGF3 for projects at the Salisbury and Lackham campuses of Wiltshire College & University Centre. 	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> PJM's Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (TGVCIC) with reference to Swindon Borough Council's Rapid Transit project. IW's general interests of the University of Bath in SWLEP activity and specifically with the iCAST Carriageworks project in Swindon and the academic partner for the Business Cyber Centre. <p>Additional Conflicts were declared as follows:</p> <ul style="list-style-type: none"> AN declared that she was on the Board of Directors of the FSB, one of the potential members of the SWLEP Ltd, as per Item 4.0. AB of Item 8.0 Chief Executive's Report as Principal of Wiltshire College & University Centre as it was requesting additional funds; and CK of Item 8.0 Chief Executive's Report as Principal of New College Swindon and the Institute of Technology as it was requesting additional funds. 	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 25 March 2021 were reviewed and approved.	
2.2	<p>Matters Arising:</p> <p>Matters arising were completed or on agenda for later discussion.</p>	
3.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
4.0	SWLEP Governance	
	<p>DS presented to the meeting. The presentation can be accessed by using the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/item-4-0-governance-27-may-2021.pdf?sfvrsn=1af3bbf1_4</p> <p>SWLEP Limited membership approvals (Slides 1-6 from the presentation link above).</p> <p>A campaign had been started to increase the number of members to SWLEP Ltd to get businesses in the area engaged. An article had been run in The Business Exchange and a direct email had been issued. This process would be repeated in October. 46 applications had been received from diverse businesses and sectors.</p> <p>In legal terms, members can hold directors to account, vote on resolutions at the Annual General Meeting and make recommendations through that</p>	



Item	Narrative	Deadline
	<p>channel. This was a way of getting to know more about their businesses and vice versa. Members have certain rights under our articles, the Small Companies Act 2006 and within our policies and procedures, although members could be removed if they were deemed to be acting in a detrimental manner to SWLEP. Members can call a general meeting.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the applications submitted to become a member of Swindon and Wiltshire Local Enterprise Partnership Limited.</p> <p>Revised Governance Structure (Slides 7-15 from the presentation above)</p> <p>LEPs were required to review the Governance Framework annually. The Framework for 2020 was designed on the expectation that we would have a large capital funding programme to manage. Now we know that Government would look to Local Authorities to co-ordinate that capital spend, the Governance Framework appeared over-engineered for that purpose. Therefore, SWLEP was looking to streamline the structure.</p> <p>Directors appreciated the streamlining of the structure by reducing the numbers of Subgroups and Committees but had concerns about the audit and nominations functions within the Remuneration Committee. Directors saw these as very distinct functions which did not sit comfortably within a Remuneration Committee. It was suggested to operate this for the year and review thereafter.</p> <p>Some Directors considered that there was still too much of the public "committee" and not private "operations" element contained within the structure. It was noted that SWLEP must achieve transparency, because most of SWLEP's income came from Government sources. The Governance Group would reconvene to debate future structures, which are reviewed on an annual basis to ensure that the structure remain fit for purpose.</p> <p>Government had begun its national review of LEPs. No further Local Industrial Strategies would be published, and the strategic plans would be aligned to the new Government's approach described in its Plan for Growth. Swindon and Wiltshire's Local Industrial Strategy Working Group would also be reconvened to redevelop and remodel the strategy and rename it Plan for Growth in line with current Government thinking.</p> <p>The Swindon and Wiltshire Local Enterprise Partnership Board: APPROVED the removal of the Performance Committee from the governance structure;</p>	



Item	Narrative	Deadline
	<p>APPROVED the removal of the Strategy Committee from the governance structure;</p> <p>CHANGED the remit and name of the Remuneration Committee to the Remuneration, Search and Audit Committee and APPROVED its Draft Terms of Reference;</p> <p>AGREED to reconvene the Governance Working Group to oversee any amendments required in response to the Government's Review of LEPs;</p> <p>AGREED to reconvene the LIS Working Group in response to the Build Back Better Plan: Our Plan for Growth 2021; and</p> <p>NOTED that the Business Environment and Ideas, Infrastructure and Places Subgroups have been mobilised.</p>	
5.0	Unaudited Financial Statements for 2020-21	
	<p>PB spoke to the paper and outlined the following key points:</p> <ul style="list-style-type: none"> • The end of year accounts were being prepared by Monahans. • The unaudited financial statements provide an initial view of the SWLEP's end of year accounts. • SWLEP incorporated as a business in 2019 and transferred over staff and pensions from Wiltshire Council via TUPE in 2020. • SWLEP was not required by law to have an audit, but for openness and transparency purposes, one had been instigated. <p>PB reiterated that these were not final figures and Directors may expect amendments.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p>	
6.0	2021-22 Budget	
	<p>The Chair reminded the meeting that the Government was currently undertaking a Review of LEPs, and the budget had been drafted within an unknown landscape.</p> <p>PB spoke to the meeting. Budgets had been difficult to manage because of the impact of COVID-19. The Finance Team of the Accountable Body had been employed to pay out many different forms of grants, putting it under increased pressure and stretched for Business as Usual. Wiltshire Council and SWLEP had worked hard to ensure cashflow. Some grants (ERDF) were being paid out to businesses and not being settled by Government until later. In fact, SWLEP was still awaiting its core funding. The budget had been drawn up based on our anticipation of receiving this money. SWLEP was anticipating an increase in turnover, the mobilisation of the Business Cyber Centre (BCC) and implementation of new projects within the LIS. There would be an increase in carry forward into 2022.</p>	



Item	Narrative	Deadline
	<p>Some workstreams within the LEP review had been delayed owing to pressures on the civil servant team working on the project. The review was focussing on the evolution, not extinction, of the role of LEPs. It is anticipated that capital grants would be managed by central and local government. LEPs would continue to deliver business support through Growth Hubs and could potentially move into direct delivery by bidding for capital funds to deliver projects. The review will arrive at a decision later this year.</p> <p>PB was asked about the variation in the quarterly forecast spend of the Growth Hub spend. PB responded by explaining that the Growth Hub had been involved with a lot of different programmes with differing payment schedules. A lot of money was still due to SWLEP but would appear in this year's accounts.</p> <p>The Chair advised the meeting that SWLEP would be happy to provide more detail to Directors on request.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board to: APPROVED the planned budget for 2021-22.</p>	
7.0	Business Action Plan 2021-22	
	<p>DS spoke to the meeting and the presentation can be accessed by using the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/item-7-0-business-action-plan-2021-2022-27-may-2021.pdf?sfvrsn=42cce4e8_4</p> <p>The report looked at what had been achieved last year and what would be intended this year. Details of the intended spend and activity can be found in the report.</p> <p>The review of the 2020-21 plan showed a high level of completion of tasks and achievement of priorities. The 2021-22 plan continued the theme of implementing tasks related to the Local Industrial Strategy, the fulfilment of requirements associated with funding agreements from Government, such as the Growth Hub programmes and our EU-funded programmes and expanding our investment strategy through the Growing Places Infrastructure Fund.</p> <p>Following points raised in the debate, DS will discuss with PWe and SW the potential role of voluntary organisations in the delivery of the SWLEP's objectives in its business plan.</p> <p>DS was thanked for her efforts in implementing the LIS.</p>	



Item	Narrative	Deadline
	<p>The Swindon and Wiltshire Local Enterprise Partnership Board:</p> <p>APPROVED the Draft Business Action Plan 2021-2022 subject to the funding allocation requests;</p> <p>APPROVED the proposed allocation of the £150,000 to mobilise LIS capital projects;</p> <p>APPROVED an allocation up to £24,000 revenue funding to progress LIS projects; and</p> <p>APPROVED £28,000 revenue funding to commission the Local Economic Assessment and design of the Annual Report.</p>	
8.0	The use of capital in the Growing Places Infrastructure Fund	
	<p>Owing to their already declared Conflicts of Interests within this agenda item, CK and AB stepped out of the meeting whilst it was being discussed.</p> <p>As a result of the discussion at the Board Meeting in March, a Working Group had been set up to look at the protocol for allocating unused LGF monies to the Growing Places Infrastructure Fund (GPIF) account. It had been confirmed that funding in GPIF could be used for grants or loans. The group revisited the impact the proposed grants to the Institute of Technology and the Wiltshire College & University Centre could have and their strategic alignment with the objectives of the SWLEP. The group took a positive view about the grant applications and recommended they were approved by the Board.</p> <p>In addition, the working group considered options for the use of capital transferred to the Growing Places Infrastructure Fund from the Local Growth Fund. These included the issuing of grants and/or loans.</p> <p>In terms of grants, the group considered the creation of a fund of £1m which could be used to issue grants to small and medium sized enterprises including voluntary organisations. This proposal had appeal, but the costs of implementing it were likely to be high and would have to be accounted for in SWLEP's existing revenue budget.</p> <p>As background, PB explained that the SWLEP had operated a £300,000 ERDF grant fund last year. The process had taken significant effort, involving three FTE staff to process hundreds of applications and SWLEP had been funded by BEIS to manage this process. Against a £1m fund, it would be reasonable to assume close to a thousand applications if the grant limit were in the low thousands (much higher would limit the number of businesses and organisations able to apply due to financial status required to receive a larger grant). SWLEP would need to employ around five people to manage the process to assess applications, distribute grants in a timely fashion and check on compliance. The pressure on SWLEP resources to do this at the moment was too great.</p> <p>The proposal was definitely worthwhile considering when the SWLEP had built up greater levels of reserves. The SWLEP could also look to partnering</p>	



Item	Narrative	Deadline
	<p>with another organisation to help manage a future grant fund. A future debate about a grant fund sits well with considerations of SWLEP's corporate social responsibility.</p> <p>The Swindon & Wiltshire Local Enterprise Board AUTHORISED: the payment of £601,518 from the Growing Places Infrastructure Fund to the Swindon and Wiltshire Institute of Technology to enable the purchase of industry standard equipment to support Level 3 and above courses in digital skills, cyber technologies and engineering; the allocation of £400,000 from the Growing Places Infrastructure Fund to the Wiltshire College & University Centre as match-funding for a bid to the DfE to complete the refurbishment of the Salisbury Campus, with the understanding that the money will only be transferred to the College if the bid is successful; and the use as loan capital of up to £3.5m transferred to the Growing Places Infrastructure Fund from the Local Growth Fund.</p>	
9.0	Programme Status Report	
	<p>Item 8.0 having been completed, CK and AB returned to the meeting. CA presented to the meeting. The presentation can be accessed by using the link below and viewing slides 1 and 2.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/item-9-0-and-10-0-swlep-may-2021-board-programme-performance-slides.pdf?sfvrsn=69622fae_4</p> <p>CA made the following points:</p> <ul style="list-style-type: none"> • CA thanked Swindon Borough Council for its openness in providing information on the progress of its projects; • the DfT retained scheme at the White Hart Junction was now RAG rated at Amber Red. Ground conditions had resulted in a re-design of the bridge pillars which was causing delay; • The Carriageworks project was now RAG-rated at RED as some works would complete post March 2022. The situation was being reviewed by SBC Officers and the Chief Executive and SWLEP would continue to monitor. DR advised the meeting that the planning approval from Heritage Buildings had taken longer than expected. SBC was aware that the money from the fund needed to be spent by the end of March 2022. A review was being held on 7 June and SBC would come back to the Board with its findings; • LGF projects were now ending. From now on, fewer papers would be produced for the Board and reporting to BEIS would be reduced to twice yearly; • SWLEP had achieved well with LGF and needed to celebrate this fact. A report was being prepared to bring to the Board in July, 	July 2021



Item	Narrative	Deadline
	<p>which SWLEP could turn into a reference point to seek further capital funding.</p> <ul style="list-style-type: none"> both the Business Cyber Centre (BCC) and Porton Science Park Phase 2 projects within the Getting Building Fund were making good progress; and DfT projects would continue for the next 18-24 months and SWLEP would continue to monitor their progress. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</p>	
10.0	Programme Finance Report	
	<p>CA presented to the meeting. The presentation can be accessed by using the following link and viewing slides 3 to 7.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/item-9-0-and-10-0-swlep-may-2021-board-programme-performance-slides.pdf?sfvrsn=69622fae_4</p> <p>The key points were:</p> <ul style="list-style-type: none"> as of 31 March 2021, LGF funding had finished; there had been good effort from the Accountable Body's S152 team to bring the money across; congratulations were offered to SBC as the Full Business Case for the Southern Connector Road had now been approved by DfT; and support had been received from the Accountable Body regarding cashflow on this project. <p>The Chair thanked all partners and Directors for their efforts during this time and BEIS and CLGU for their quick decision-making when SWLEP had these funding challenges.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership: APPROVED the paper as an accurate summary of the LGF (Rounds 1,2 & 3) financial position as of 31 March 2021; and NOTED that as part of the 2020/21 year end process and BEIS reporting arrangements £83,000 of unspent LGF monies had been transferred to the GPIF Capital Fund under Freedoms and Flexibilities.</p>	
11.0	Growth Hub update	
	<p>CA spoke to the paper and acknowledged that the Growth Hub Governance Group had now been absorbed into the Business Environment Subgroup. Thanks were given to DS and AN for bringing this about.</p>	



Item	Narrative	Deadline
	<p>CA offered congratulations to Chris Stevens as the Growth Hub Manager. Chris had been appointed in 2020 just before the country went into lockdown and had managed the myriad of programmes from Government offering support to businesses because of the pandemic well. He had been ably assisted by Rob Creer as Team Leader, also a new appointment in May 2020.</p> <p>The Growth Hub was undergoing a series of reviews and CA outlined as follows:</p> <ul style="list-style-type: none"> • The Joint Scrutiny Panel was currently undertaking a review of the Growth Hub. CA would ensure that the Board received a copy of the report. • The Growth Hub received £205,000 in core grant monies. For this aspect, an independent review of the customer experience had been commissioned and was being undertaken by Wavehill. The initial results looked good and was proving very motivational for the team. This would also be shared with the Board and made publicly available. • A national evaluation was also being undertaken by BEIS using a company called Technopolis, although Growth Hubs were all run independently using differing models. It was therefore difficult to measure outcomes across the whole and to ascertain where Swindon & Wiltshire's Growth Hub stood amongst the others. <p>The ERDF grants scheme was the first time the Growth Hub had operated and managed such a scheme, but CA had been advised that the Growth Hub had passed an audit spot check. As the scheme was operated with European money, the audit process was especially stringent. Thanks were given to Rory Bowen and Graham Huxter of Wiltshire Council for their support.</p> <p>A further £257,000 was awarded to the team to run additional programmes over the COVID-19 period. This included the Growth Hub's series of webinars called This Way Up and the Peer Networks pilot programme. Both of which had been extended. Peer Networks entailed a large amount of record keeping and claims and CA acknowledged the support received from the Accountable Body.</p> <p>The Chair also acknowledged the assistance the Growth Hub had given to the Honda Taskforce in offering support to those Honda associates who wanted to set up their own businesses.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of this report which describes the Growth Hub's work in economic recovery and ongoing business support.</p>	<p>When available</p> <p>When available</p>
12.0	Growing Places Infrastructure Fund (GPIF)	



Item	Narrative	Deadline
	<p>PC spoke to the paper and outlined the processes behind the fund, explaining that the loans could only be used for capital purposes, such as buildings and equipment. £7m had been loaned out over 11 projects which had contributed to over 600 new jobs and discussions held that morning had moved two new projects to the offer stage.</p> <p>Details of the individual loans SWLEP had already provided were given in the paper.</p> <p>PC explained to the meeting that the GPIF loans were attractive to businesses rather than those of a bank, because banks were more risk adverse.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p>	
13.0	AOB	
	The Chair and Chief Executive thanked Amanda Burnside for her six-year tenure on the SWLEP Board and her commitment to the skills agenda, wishing her well in her retirement.	
	Date of next meeting	
	<p>Future Meetings Thursday, 22 July 2021</p> <p>Directors to meet at 9am for the start of the public meeting at 9.30am.</p>	
	<p>Thursday, 30 September 2021 Thursday, 25 November 2021</p> <p>Meetings will be held via video/teleconference until further notice.</p>	
	Close of Part ONE of the meeting at 11.32am	
	The public are excluded from this part of the meeting under the terms of the Swindon & Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information	
	Start of Part TWO of the meeting at 11.45am	
12.0	Local Industrial Strategy	
12.0	Business Case for Business Cyber Centre	
	The item was discussed in closed session owing to the commercially confidential nature of the project.	
	Close of Part TWO of meeting at 12.32pm	



Intentionally left blank – questions received from members of the public will be circulated ahead of the meeting.

Presentation

Wroughton Campus and the Innovation Campus for the Circular Economy (ICCE)

Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board Meeting – Thursday, 22 July 2021		
Subject:	Chief Executive's Report		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	4

Papers are provided for:	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
---------------------------------	--	-------------------------------------	---

1. Purpose

- 1.1. The report enables Board Directors to view a range of issues in one paper, raising items for approval, discussion or noting.

2. Summary

- 2.1. The report provides information for the Board on five items:
- 2.1.1. the production of two important reports covering activity in 2020-21 – the Annual Report for the SWLEP as a whole and the Growth Hub Impact Report;
 - 2.1.2. updates on the meetings of the SWLEP's three subgroups;
 - 2.1.3. reports on the SWLEP's two network groups; and
 - 2.1.4. update on the LEP Review.

3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:
- 3.1.1. authorise the SWLEP Chair to complete the final sign-off of the Annual Report for 2020-21 enabling publication on the SWLEP website by 31 July 2021 in line with the requirements of the Governance Framework; and
 - 3.1.2. note the information included in the other items in the report.

4. Detail

Annual Report 2020-21

- 4.1. Work is well underway to complete the Annual Report 2020-21 by the publication deadline of the 31 July as set out in the Governance Framework. The report draws on the same design style and format used for previous reports; however it will be published as an online document only; this allows some embedded features to be included within it. The Board is asked to delegate the final sign off of the report to the SWLEP Chair.
- 4.2. A related feature is planning for an online version of our annual conference, which we were hoping to hold face-to-face at Salisbury Cathedral. We have cancelled all dates for a face-to-face event and have developed plans for a virtual conference, with a date set for



7 October 2021. The purpose is to celebrate the achievement of businesses in the area, to provide opportunities for learning and networking and to boost confidence in the area as we emerge from the pandemic.

Growth Hub Impact Report 2020-21

- 4.3. Directors will have received a copy of the Growth Hub Impact Report for 2020-21 ahead of this meeting. The background to this report is simple, the need to position the Growth Hub as it moves from a portal service to a full information, advice and guidance service, a combination of both funding from BEIS following the pandemic, but also as part of the planned growth strategy via the SME Competitiveness three-year contract that was, after some delays in central government eventually awarded in June 2020. This report and marketing initiative was funded by BEIS as part of the 2020/21 Uplift Funding.

Subgroup meetings

- 4.4. The schedule of subgroup meetings is being planned to align meetings with the timeline for SWLEP Board meetings, enabling the Chair of each subgroup to update the Board as and when necessary. However, during this Board sequence, the Skills and Talent meeting occurred after this report was published.

4.5. Ideas, Infrastructure and Place

The first meeting of this subgroup took place on 24 June. Suzanne Wigmore was elected Chair and Pam Webb Vice-Chair. Debby Skellern, Director of Policy and Strategy is the SWLEP Executive team member who supports the group with the assistance of Deborah House, Executive Assistant. The terms of reference (ToR) of the group adhere to the standard ToR for all subgroups as outlined in the SWLEP Governance Framework. In addition, the subgroup is working on an appendix to the ToR to identify specific details relevant to Ideas, Infrastructure and Place.

- 4.6. The purpose of the subgroup is to maintain oversight over three priorities of the SWLEP's Local Industrial Strategy (LIS). This purpose will be reviewed as part of the transition from a Local Industrial Strategy to a local Plan for Growth, in line with government policy. The three priorities are:

- 4.6.1. Ideas: innovation led priorities;
- 4.6.2. Infrastructure: connectivity and low carbon energy; and
- 4.6.3. Places: resilient, agile and inclusive growth.

- 4.7. The main areas of activity will be to:

- 4.7.1. develop and maintain the Swindon and Wiltshire Infrastructure and Places Plan in response to priorities set out in the Swindon and Wiltshire Local Industrial Strategy; and
- 4.7.2. maintain oversight over SWLEP funded infrastructure, place shaping and innovation projects linking GPIF investment in order to inform the SWLEP Board of emerging strengths and weaknesses.

4.8. Business Environment



The first meeting of this subgroup took place on 30 June. Alison North was elected Chair and Ian White Vice-Chair. Claire Alexander, Director of Programmes, is the SWLEP Executive team member who supports the group with the assistance of Deborah House. The subgroup's position regarding ToR follows the same pattern as for the Ideas, Infrastructure and Places subgroup.

- 4.9. There are twelve strategic priorities in the LIS, one of which falls under the oversight of the Business Environment Subgroup which is the Business Cyber Centre. Alongside it sits the broader framework of business support services delivered by the Swindon and Wiltshire Growth Hub.

LIS Foundation	Summary
Business Environment	
Business Cyber Centre	Establishment of the Business Cyber Centre offering cyber resilience services and training to SMEs and the creation of new cyber products and services.
Enabling and cross cutting activity	
Swindon and Wiltshire Growth Hub	<p>Delivery of the Swindon and Wiltshire Growth Hub and business support programmes comprising business information, advice and guidance, and specialist support to the SME business community to enable economic recovery and growth.</p> <p>Continued activity to represent local businesses by acting as the collective 'voice' through providing feedback to BEIS and other stakeholders.</p> <p>The Department for International Trade's South-West Regional Growth Service Programme to deliver international trade and export advice is also covered by the Growth Hub.</p>

4.10. Skills and Talent

The Skills and Talent subgroup is now our longest established group. Its latest meeting was held on 15 July, and it was the first meeting for the new Chair Carole Kitching, following Amanda Burnside's resignation from the SWLEP Board in May. The work of the group aligns with the LIS priority under the People Foundation. The focus of the work is around the skills development activity currently funded by the Department for Education, analysis of labour market intelligence, overseeing the progress of the Swindon and Wiltshire Careers Hub and maintaining an interest in the development of the Institute of Technology in Swindon as part of an over-arching ambition to establish a federation of higher education providers in the area.

- 4.11. The Chairs of all three subgroups are interested in more Board Directors joining their groups. In addition, with the exception of Skills Talent, which is already well represented in this regard, the two other groups are looking to add to their membership through business representation.



4.12. Network Groups

The SWLEP hosts two network groups which bring together membership groups and sector-based organisations to facilitate information sharing and collaborative activity. These are the Business Intelligence Network Group (BING) and the Rural Economy Sector Group (RESG). BING brings together business representative organisations, local authorities, the National Farmers Union (NFU), government agencies and sector trade organisations such as Visit Wiltshire and Make UK, the manufacturers' trade body. The RESG is formed of organisations with an interest and involvement in the rural economy. These include Wiltshire Wildlife Trust, the Forestry Commission, organisations which manage areas of outstanding natural beauty and other natural landscapes, local authorities, the CLA, which represents owners of land, property or businesses in rural England and Wales.

- 4.13. The SWLEP manages a regular programme of updates, presentations of common interest and information sharing for both groups. Both have the potential to generate ideas to be brought to the attention of one or other of our sub-groups.

The LEP Review

- 4.14. Work has continued apace, and the LEP Network has draft responses across the remaining papers including Accountability, LA interaction and Funding and Implementation. LEP chairs and officers involved in this activity have had to work hard to pull this material together in such a short timeframe. Through the LEP Network, the working groups will continue to finesse the drafts, before sharing with all LEPs and ahead of discussing with officials. We know that officials are sharing our reflections as the review progresses with Ministers. We are pushing for early feedback especially as we are urging senior civil servants to provide some clear statements before the summer recess.
- 4.15. This year's (2021/22) core funding for LEPs has yet to be released. This issue has also (unhelpfully) got caught up in the Review process and the LEP Network has been pursuing the unlocking of this relentlessly. Since this became apparent, the LEP Network has been making the case on a daily basis how unacceptable this is and that this needs to be sorted urgently. As of yet, the funding position has not been determined by HMT. LEPs are unsure of the exact state of play and this is causing anxiety. It is perplexing that LEPs achieved all of the criteria set by government for their core funding allocation of £500,000 for 2021-22, the recommendations of the Review are due to be implemented from the beginning of the 2022-23 financial year and in the meantime, we have a programme of activity to deliver without core funding. To add to the confusion, Growth Hub funding for 2021-22 is in agreed, albeit not yet in our bank with a quarter of the financial year having passed by.
- 4.16. Depending on the recommendations made by the LEP Review; amendments may be required to the Governance Framework later in the year. The Governance Working Group will oversee this process and a series of monthly meetings has been arranged between September and January to do so. Board Directors have the opportunity to join the Governance Working Group and additional volunteers are requested.



**This page left
intentionally blank**



Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board Meeting – Thursday, 22 July 2021		
Subject:	Budget for 2021-22		
Attachments:			
Author:	Paddy Bradley	Total no of sheets:	2

Papers are provided for:	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
---------------------------------	-----------------------------------	-------------------------------------	---

1. Purpose

- 1.1. To provide the Board with the income and expenditure profile for Quarter 1 of the 2021-22 budget.

2. Summary

- 2.1. This paper provides a summary position of the actual income and expenditure profile for the first quarter of the 2021-22 financial year.
- 2.2. In addition, information has been provided to show the difference between actual income and spend against the forecast, which was prepared anticipating normal operating conditions.
- 2.3. There is a significant reduction in income in the first quarter compared to the forecast. We have a shortfall of £699,889.
- 2.4. We are maintaining a close watch on spending in the light of current uncertainty about when we will receive a range of anticipated funds totalling between £1m and £2m.

3. Recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. note income and expenditure profile for Quarter 1 of the 2021-22 budget.

4. Detail

- 4.1. The summary income and expenditure position for Quarter 1 is set out in the table in paragraph 4.4 below.
- 4.2. The “Q1 2021 Difference” column indicates the variance between actual and forecast position at this stage of the year. There is a significant reduction of £699,889 in anticipated income. This is due to non-receipt of anticipated income. The main elements which are

missing include the core funding allocation from the government, the Growth Hub programme money and funding to be transferred from GPIF.

4.3. The non-receipt is a factor for all LEPs and is subject to extensive discussions between the LEP Network and Her Majesty's Treasury.

4.4. Table I
 Q1 Summary income and expenditure 2021-22

SWLEP	Q1 21/22	Q2 21/22	Q3 21/22	Q4 21/22	21/22 Total	Q1 2021 Difference
Income	£1,158,274	£0	£0	£0	£1,158,274	-£699,889
Grant income	£620,928	£0	£0	£0	£620,928	-£709,398
Interest Income	£69,509	£0	£0	£0	£69,509	£9,509
Carry forward from 2021/2022	£446,234	£0	£0	£0	£446,234	£0
Distribute from other programmes	£21,603	£0	£0	£0	£21,603	£0
Expenditure	£718,675	£0	£0	£0	£718,675	£43,663
Advertising & Marketing	£28,715	£0	£0	£0	£28,715	£7,145
General	£18,876	£0	£0	£0	£18,876	£2,694
IT/Software etc	£23,519	£0	£0	£0	£23,519	-£13,139
Professional fees	£153,295	£0	£0	£0	£153,295	£63,407
Salary	£260,776	£0	£0	£0	£260,776	-£16,444
Grants dispersed	£211,890	£0	£0	£0	£211,890	£0
Distribute to other programmes	£21,603	£0	£0	£0	£21,603	£0
Difference	£439,599	£0	£0	£0	£439,599	-£743,552



**This page left
intentionally blank**



Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board meeting – Thursday, 22 July 2021		
Subject:	Business Action Plan 2020-21: LIS mobilisation update		
Attachments:	Appendix 1: Jan-April 2021 activity status update (11 pages) Appendix 2: Programme output targets 2021-2022 (1 page)		
Author:	Debby Skellern	Total no of sheets:	13

Papers are provided for:	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
---------------------------------	-----------------------------------	-------------------------------------	---

1. Purpose

- 1.1. To update the Board on activity undertaken to mobilise the Swindon and Wiltshire Local Industrial Strategy (LIS).

2. Summary

- 2.1. This paper presents a high-level summary of activities undertaken to progress the delivery the LIS (Appendix 1).
- 2.2. The output targets for 2021-22 are included in Appendix 2 for reference. Progress on achieving these targets will be reported quarterly in arrears to enable validation checks to be undertaken.

3. Recommendations

The Board is recommended to:

- 3.1. note the activity which has been undertaken during the quarter to progress the mobilisation and delivery of the Local Industrial Strategy.

Appendix I: Mobilising the Local Industrial Strategy: activity summary April to June 2021

Table I presents a status update for the mobilisation of the LIS as of 30 June 2021. This sits alongside the summary of activity at the end of March 2021. The table also identifies how each workstream will have social, environmental, or economic recovery and renewal impact.

Table I: LIS strategic priorities status March 2021 and Apr-June 2021

Key	SP: Strategic Priority	RAG:	Proposed/ Not started	Green	Amber-Green	Amber-Red	Red	Complete
------------	-------------------------------	-------------	--------------------------	--------------	--------------------	------------------	------------	-----------------

Ref	Strategic Priority	Activity summary as of 31 Mar 2021	£	Update Q1 Apr-Jun 2021	Status	RAG
Ideas Foundation						
SPI	Life sciences at Porton	The SWLEP Board awarded GBF funding for the second phase of development at the Porton Science Park which sees the delivery of a Collaborative Innovation Centre with a completion date of 31 March 2022.	Getting Building Fund	Please see the Board highlight report.	Active	
	Economic impact: innovation					

SP2	High-value manufacturing and advanced engineering innovation and R&D	Continued participation in the Honda Taskforce. Funding awarded for an energy study and transport study for the site. Honda employee support delivered through the Growth Hub SME Competitiveness Programme.	LGF	Please see the Board highlight report.		
	Economic impact: recovery and renewal					
SP3	Multidisciplinary Research Centre for Sustainable Technologies	The SWLEP Board awarded: development funding to the Innovation Centre for the Circular Economy with a completion date for the OBC of 31 March 2021. Also see SP8: Carriage Works	LGF	Outline Business Case in development. In May, the Board approved £6,000 towards an investment prospectus. SWLEP sits on steering group with a focus on identifying funding.	Active	
	Environmental impact: low carbon, sustainable growth agenda					
SP4	Research and innovation opportunities at the Science Museum	Funding secured from the South West Energy Hub for a feasibility study for Hydrogen Energy generation on the site.	SWEH	The legal agreement for the delivery the feasibility study has been agreed.	Active	
	Environmental impact: low carbon, sustainable growth					

	Swindon and Wiltshire Inward Investment Programme	Work in collaboration with the DIT, Swindon Borough Council and Wiltshire Council to attract new inward investment projects to the area. Relationships with 'warm' projects continue to develop, but the pandemic has precluded site visits. The Porton Science Park and the NCC site at Wroughton have been identified as key sites and the Business Cyber Centre is regarded as a strategic opportunity new investment in Swindon and Wiltshire.	ERDF	<p>Six non-ERDF funded project successes were reported last financial year and one ERDF funded project, creating or safeguarding 250 jobs. A further ERDF funded inward investment win was recorded this quarter, creating at least six new jobs.</p> <p>Two international webinars have been undertaken. The first with South Korean companies interested in 5G expansion in the UK, in partnership with the British Chamber of Commerce in Seoul.</p> <p>The second with US companies in bio defence, in partnership with the US Biotechnology Innovation Organisation and Public Health England and Dstl at Porton.</p>	Active	
	Economic impact: innovation					

	Growing Places Infrastructure Fund (GPIF)	Growing Places Infrastructure Fund continues to offer loans to local businesses looking to expand their operations. Since 2017, ten loans with a value of nearly £7m have been awarded securing a further £9.7m of additional investment.		Since April one further loan of £156,340 has been made. A further two loans of £2m and £1.5m, were agreed by the Board for which formal loan agreements are being drawn up. The July Board includes a paper recommending approval for three loans totalling £2,576,450.	Active	
	Economic impact: recovery and renewal					

People Foundation						
SP5	Business-led Federation Higher Education Providers	The Institute of Technology (IoT) opens to students in September 2021. Offering new technical education pathways with a view to raising aspirations for young people and retraining opportunities for those in or out of work.	External	SWLEP has supported the IoT with data and analysis to help progress its bidding work.	Active	
	Social and economic impacts: raising aspirations					
	Skills and Talent	Local Skills Plan produced and published in March 2021. Work on the Apprenticeship Strategy 2021-2026 commenced. Evidence base strengthened through the Skills Plan, Skills Report, monthly labour market reports and data dashboard.	DfE	Memorandum of Understanding agreed with the Department of Education for 2021-22 SAP funding. Work continues to develop the Apprenticeship Strategy.	Active	
		Dedicated Skills Adviser embedded within the Growth Hub offering advice as well as acting as the Kickstart intermediary.	DWP	Three Kickstarters joined SWLEP in April. Apr-Jun figures will be reported in Q2.	Active	
		The Careers Hub continues to operate and is one of the best performing in the country.	DfE	The Careers Hub continues to work with 63 schools and colleges to help raise the career aspirations of young people.	Active	
	Social impact and economic impact: recovery and renewal					

	Healthy Lives	Healthy Lives Expression of Interest submitted to the Health Foundation charity but it was not successful. The programme will work with the long term unemployed to improve health and economic outcomes. Alternative ways to deliver the project will be explored.	TBC.	Work has continued to scan for funding opportunities to progress the proposed project	Proposed 2021/22	
	Social impact and economic impact: recovery and renewal					
	Health and Wellbeing in the workplace	Links made with Clinical Care Groups and Bath Spa University regarding mental health and wellbeing in the workplace. Programme of activity yet to be defined.	TBC	Work to scope activity will commence in Q2.	Proposed 2021/22	
	Social impact and economic impact: recovery and renewal					
	Digital Skills	Digital Bootcamp proposal was submitted by the Institute of Coding and a response is awaited.	TBC	Institute of Coding led project covering pan regional delivery. Funding announcement expected Q2.	Proposed 2021/22	
	Social impact and economic impact: recovery and renewal					

	Infrastructure Foundation					
SP6	New Energy Vehicles Fuelling Infrastructure	Hydrogen bus and coach travel and Hydrogen Logistics demonstrator SOBCs: discussions commenced to create demand for hydrogen energy amongst bus companies and logistics operators alongside energy generation (Ref SP4).	TBC	Bus operators and distribution companies identified as potential hydrogen users. Hydrogen positioning work undertaken for M4 NEV Working Group meeting in July. UK Hydrogen Strategy awaited	Active	
		New energy vehicle community charging SOBC. Work pending confirmation from unitary authority partners regarding plans to secure government resources to extend electric vehicle charging. See budget announcement March 2021.		Workstream has not commenced.	Not started	
	Environmental impact: low carbon and sustainable growth					
	Rail Strategy	Rail Strategy Working Group convened with the two UAs.	N/A	In May, the Rail Strategy Working Group met. The Devizes Gateway Steering Group submitted its OBC to DfT in May for funding under the Restoring the Railways Fund and SWLEP supplied a letter of support. SWLEP is now a member of the Western Gateway Sub-national Transport Body, Rail Officer Group.	Active	
	Economic and environmental impacts					

	Business Environment Foundation					
SP7	Swindon and Wiltshire Business Cyber Centre	Outline Business Case approved to deliver business cyber security services and training provision focussing on SMEs. Completion date of 31 March 2022.	GBF	Please see Board highlight report.	Active	
	Economic impact: innovation and recovery and renewal					
	Growth Hub	Escalation in the range of business support services offered by the Growth Hub including: SME Competitiveness Programme; Peer Networks; This Way Up Programme; Visitor economy grant schemes; and export advice.	ERDF and BEIS	Please see Board highlight report.	Active	
	Economic impact: recovery and renewal					

	Places Foundation					
SP8	Good Growth for Swindon	Carriage Works 2b: The SWLEP Board awarded GBF funding to this scheme with a completion date of 31 March 2022. Enables the University of Bath to establish iCAST Innovation Centre for Applied Sustainable Technology.	GBF	Please see Board highlight report. In addition, SWLEP supported the appraisal of the Cultural Development bids for Swindon.	Active	
	Social impact: regeneration Environmental impact: low carbon, sustainable growth agenda Economic impact: innovation					
SP9	Good Growth for Salisbury	Development funding awarded towards to schemes to support economic recovery and renewal activity in the city including Illuminating Salisbury and People Friendly Salisbury. LGF funding was also awarded to the delivery of the Salisbury Riverpark scheme.	LGF	SWLEP supported the appraisal of the Cultural Development Fund bids for Wiltshire.	Complete	
	Social impact: regeneration Economic impact: recovery and renewal					
SPI0	Rural Communities: levelling up opportunities	Light touch promotional activity by the Growth Hub to encourage the take-up of broadband vouchers. Further activity is being planned for 2021/22.	None required	No specific promotional activity undertaken in Q1. Rural Economy Sector Group was reconvened in June.	Active	
	Economic impact: recovery and renewal					

SPI1	Understanding the value of our Natural Capital	Jointly funded PhD with the University of Bath into Natural Capital commenced September 2020.	SWLEP	The PhD research continues; the methodology by which natural capital assets can be given a value commences. Fortnightly supervision meetings are held.	Active	
	Environmental impact: low carbon, sustainable growth					
SPI2	The Great West Way and approaches to clean growth tourism	Work to engage with LEPs and DMOs along the Great West Way to mobilise this initiative is proposed for 2021/22.	SWLEP staff time	Work has not commenced. Note: in March 2021, the government announced an independent review to assess how Destination Management Organisations (DMOs) across England.	Proposed 2021/22	
	Economic impact: recovery and renewal; Environmental impact: low carbon, sustainable growth					

RAG Scoring: for LIS mobilisation, cost, scope and time consideration may not all apply until funding is secured.

RAG rating	Cost	Scope	Time
	All funding for overall scheme has been secured and is available to spend as required.	Deliverables and project scope remain unaltered.	Minor project slippage may be present but total project delivery remains on track. <30 days total slippage.
	Extra funding is required for overall project and is expected to be secured shortly (within one month).	Project is experiencing or is expected to experience small changes to scope and outputs delivered.	Project is experiencing or is expected to experience slippage. >30 days but <90days total project slippage
	Extra funding is required for overall project. A funding plan is in place and applications have been made but there is a risk of an unsuccessful bid.	Project is experiencing or is expected to experience major changes to scope and outputs delivered.	Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. >90 days slippage but <six Months total project slippage.
	Extra funding is required for overall project. No funding plan is in place or applications made in order to address funding gap.	Project is experiencing or is expected to experience significant change to scope and outputs delivered.	Project is suffering significant and major delays to delivery. >six Months total project slippage.

Appendix2: Programme output targets 2021-2022

Key Performance Indicators	2021-22 Target
Capital programme: Getting Building Fund	
Construction and direct jobs subject to approval by funder	To be confirmed
Direct Jobs created over five years from schemes as of date approved	To be confirmed
Commercial and innovation space occupation subject approval by funder	To be confirmed
Growing Places Infrastructure Fund (loans)	
GPIF loans awarded	5
Value of loans awarded	£4m
Authorised transfer from LGF: allocation to be agreed	£4.75m
Revenue programme: Growth Hub	
Number of businesses receiving light support	1600
Number of businesses receiving medium support (3+hours)	300
Number of businesses receiving intensive (12+ hours)	200
Growth Hub Community membership reaches	2,500
Peer Networks established	10
Peer Networks: businesses supported	110
Export webinars delivered by DIT programme	24
Number of schools and college engaged with by the Careers Hub	63
Revenue programme: Inward Investment	
Inward investment jobs created	360
Inward investment projects secured	10



**This page left
intentionally blank**

Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board Meeting - Thursday, 22 July 2021		
Subject:	Governance: SWLEP Limited membership applications		
Attachments:			
Author:	Debby Skellern	Total no of sheets:	1

Papers are provided for:	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
---------------------------------	--	-------------------------------------	--------------------------------------

1. Purpose

- 1.1. This paper updates the Board on expressions of interest received to become members of SWLEP Limited since its last meeting and seeks its approval for the new applications received.

2. Summary

- 2.1. Four applications to become a member of SWLEP Limited have been received as set out in Table 1. With the Board's approval, they bring SWLEP's total membership to 54.

s	Location	Business Activity
Country Pursuits	Cricklade	Field and country sports equipment and clothing shop.
Kerr Office Group	Swindon	Workplace interiors and fit out
Mintivo	Chippenham	Information Technology and Services

- 2.2. SWLEP's articles of association state that, 'membership of the company is restricted to organisations which:
- carry out economic activity in Swindon or Wiltshire; and/or
 - have an interest in the economic development of the area'.

3. Recommendations

The Swindon and Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. approve the three applications submitted to become a member of the Swindon and Wiltshire Local Enterprise Partnership Limited.



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

Board Meeting
22 July 2021
Item 9.0

Presentation

Natural Capital PhD Project

 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Board Meeting 22 July 2021 Paper Number 10.0
--	---

Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board Meeting – Thursday, 22 July 2021		
Subject:	Inward Investment Update		
Attachments:	None		
Author:	Phil Clement Head of Investment & Export	Total no of sheets:	7

Papers are provided for:	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
---------------------------------	-----------------------------------	-------------------------------------	---

I. Purpose

- 1.1 To provide an update to the Board regarding SWLEP's activities in relation to foreign direct inward investment (FDI), defined as an overseas-owned company setting up a new business operation in the UK, or expanding its UK-based operation.

2. Summary

- 2.1 The Swindon & Wiltshire Local Enterprise Partnership (SWLEP) has been a partner in an EU-funded inward investment programme with Swindon Council and Wiltshire Council since 2018.
- 2.2 The objective of this programme, with targets agreed with the Department for Digital, Culture, Media & Sport, is to land two new investments from SMEs (Small & Medium sized Enterprises) that do not already have a presence in the EU, creating at least ten new jobs. In addition, providing 12 hours or more of specialist advice to ten inward investment prospects.
- 2.3 As well as EU-funded activity, the inward investment Project Team is also working with overseas investors that do not necessarily fit these relatively constrained criteria, but which would benefit the local economy if secured for Swindon and Wiltshire.
- 2.4 The Project Team at the outset utilised third party consultancies to help define the Swindon and Wiltshire investment 'offer'. This has now been narrowed down to life sciences, advanced engineering and digital technologies (including cyber security).



- 2.5 Promotional material, principally on-line, was then established. This includes an inward investment web site (www.investinswindonandwiltshire.org) with case studies from local companies we have supported to highlight the 'soft landing' available to potential investors.
- 2.6 During pre-pandemic times our sector strengths and key sites were promoted at key overseas trade events, working in partnership with the Department for International Trade.
- 2.7 The pandemic has limited the ability to travel, so the team has enhanced its digital marketing activities and commissioned specialist consultancies to undertake lead generation work on our behalf. A marketing campaign using LinkedIn to target specific companies overseas was also established.
- 2.8 Since the start of the EU-funded programme, Swindon and Wiltshire have secured the minimum investment target required by our contract with Central Government, winning two new investors from outside the EU that are SMEs. One is a Nigerian software company that has set up a sales office in Swindon and the second is a US company specialising in photonics that is expanding in Wiltshire. These will create at least 106 jobs during the next three years.
- 2.9 In terms of inward investment more generally, the team is scheduled for the largest inward investment totals since the creation of the SWLEP. Working alongside our colleagues at the Department for International Trade, Swindon and Wiltshire had seven 'involved project wins' in the 2020/21 financial year (two new to the area and five expansions of existing operations), creating over 250 new jobs. Sectors covered include fintech, electronics and life sciences, with firms spanning Taiwan, China, US, Italy and the Netherlands.
- 2.10 The pipeline for 2021/22 is strong with four for new investments from the US, India, China and South Korea at an advanced stage and forecast to create over 125 new jobs. Sectors include software, fintech and automotive. Two major expansions of existing overseas-owned firms are also scheduled to complete by March next year, creating over 350 new jobs. There is also the completion of the Amazon distribution facility, set to open in time to service Christmas 2021 deliveries, with the creation of around 1,500 new roles.
- 2.11 The SWLEP is also represented on an Inward Investment Working Group for the Western Gateway, collaborating with colleagues at GFirst LEP, the West of England Combined Authority and Cardiff Capital Region. New DIT staff working for the Western Gateway are developing the USPs across the Western Gateway for advanced engineering and digital technology (including cyber).



3. Recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1 note the progress of the Inward Investment programme; and
- 3.2 receive an update on progress at its meeting in December 2021 (the end of the EU-funded part of the inward investment programme).

4 Detail

4.1 Inward Investment Programme

- 4.1.1 Swindon and Wiltshire Councils and SWLEP have been allocated £250,000 from the EU's ESIF (European Structural & Investment Funds) Programme to attract SME companies (those employing less than 250 staff) from outside the EU to set up new facilities in the Swindon and Wiltshire area.
- 4.1.2 An additional £345,238 has been provided by the Swindon & Wiltshire Local Enterprise Partnership, Swindon Council and Wiltshire Council in a combination of direct funding and in-kind contributions, such as staff time.

Developing the Investment 'Offer'

- 4.1.3 Initial activity focussed on collating an evidence base, utilising specialist contractors to uncover Swindon and Wiltshire's key selling points to attract inward investment from outside the EU. Following the commissioning of this sector research, the areas of focus for the inward investment programme were three-fold:

Life Sciences

- Key assets include the facilities and expertise at Porton, alongside the next phase of Porton Science Park, plus the cluster of pharmaceutical manufacturing companies in Swindon.
- Porton Science Park has also been awarded Life Sciences Opportunity Zone status by Central Government, one of six in England. This will help our overseas efforts in promoting this location.

Digital Technology (including cyber security)

- Key assets include the Ministry of Defence's Cyber Command.



Advanced manufacturing

- The skills being released from Honda, as well as the site, present a strong USP.

Establishing the Collateral Material

- 4.1.4 Collateral material, principally on-line, has been prepared in order to showcase our offer. A design agency was commissioned to prepare our web site (www.investinswindonandwiltshire.com). This has been populated with case studies from existing indigenous companies as well as new investors. A recent addition has been videos (including drone footage where allowed) of key sites such as Porton Science Park and the Science Museum Group's Wroughton site. Interviews of key business people across Swindon and Wiltshire are being added.

Face to Face Attendance at Events (pre-pandemic)

- 4.1.5 Pre-pandemic, specific trade events internationally were prioritised, working in partnership with the Department for International Trade. The US, the largest source of inward investment into the UK, is the priority geographic market. This continues to provide a strong source of leads for all three of our target sectors.
- 4.1.6 The inward investment team was represented at the Bio Convention in Philadelphia in June 2019, principally promoting the life sciences expertise at Porton and the opportunities available at the Porton Science Park.
- 4.1.7 As a result of this US Convention, Swindon and Wiltshire hosted a US life sciences company from California. Meetings were arranged with key partners such as Dstl and Public Health England, establishing a strong relationship with these key Agencies.
- 4.1.8 In addition, a strong link was made with the US trade association, the Biotechnology Innovation Organisation (BIO), in particular its bio-defence experts. This led to Dstl and SWLEP presenting (on-line) to the trade body's specialist bio-defence committee in July last year to highlight the expertise at Porton – the first non-US Governmental body to do so. Calls with the BIO team in the US have continued during the pandemic and we hope to host specialist US bio-defence companies at Porton as soon as we are able.
- 4.1.9 In November 2019, a representative of the Project Team attended the major trade show 'Medica' in Dusseldorf. Directors of a US-based infectious diseases company were presented with the life sciences capabilities, especially at Porton. The team is still liaising with the company and is looking to arrange a visit to Porton once travel restrictions are lifted.



- 4.1.10 The last face-to-face international event the team attended was that of the cyber-focussed RSA Conference in San Francisco in February last year. A range of SMEs that could be potential tenants of the Business Cyber Centre were uncovered and the Swindon and Wiltshire 'offer' to cyber firms was promoted amongst the DIT staff based in the US.

Pivoting to On-line Activity

- 4.1.11 Since the outbreak of the pandemic a more on-line approach to attracting investment has been needed. Swindon Borough Council led a successful on-line digital focussed event in February, with companies from various overseas locations dialling in to hear about the tech cluster in the area and the support available.
- 4.1.12 In May this year the Project Team co-hosted a webinar with the British Chamber of Commerce in Seoul, South Korea, to attract South Korean firms in 5G and telecoms. This was attended by over 12 South Korean firms. Key partners included the Compound Semi-conductor Applications Catapult and digital infrastructure company City Fibre which helped showcase the UK offer and detail the opportunities for companies in the Swindon and Wiltshire area. Work continues with a number of the South Korean firms.
- 4.1.13 In addition, the Project Team last month co-hosted a webinar with the US Biotechnology Innovation Organisation, based in Washington DC, attended by over ten US bio defence companies. Colleagues from Public Health England and the Defence, Science and Technology Laboratory gave keynote presentations to promote our infectious disease and bio defence expertise and stimulate further demand for space at the expanding Porton Science Park. A specific presentation on the expansion of Porton Science Park was also made.

On-going LinkedIn Campaign

- 4.1.14 Alongside these specific events is an ongoing outreach programme, targeting specific overseas investors that have been initially screened by third party lead generation consultants. We are targeting these companies via a mix of emails and LinkedIn approaches.

Western Gateway

- 4.1.15 Swindon and Wiltshire is playing an active role in the emergence of the Western Gateway, collaborating with inward investment colleagues at GFirst LEP, the West



of England Combined Authority and Cardiff Capital Region. New Department for International Trade staff working on behalf of the Western Gateway are compiling the selling messages for digital technology and advanced engineering across the Western Gateway. Work is underway to identify overseas and UK-based events (which will be on-line initially) to attend and also pinpoint specific companies to target. We are working closely with Department for International Trade and specific British Embassies abroad that support the UK's inward investment efforts.

Successes So Far

- 4.1.16 In respect of the EU-funded programme, the Inward Investment Project Team has achieved its minimum contractual obligation with Central Government of securing two new SMEs into the area that did not already have a presence in the EU. This consists of a new sales office in Swindon for a Nigerian education company and the establishment of an r&d team in Wiltshire of a US photonics business, which combined are forecast to create 106 new jobs in the next three years.
- 4.1.17 In addition, the team has also secured a large number of reinvestments from existing key overseas-owned companies as well as new investments from larger businesses outside the EU programme. In the financial year 2020/21, there were five reinvestment projects and two new entities established, safeguarding/creating in excess of 250 jobs. There were also five multi-site project wins (where a firm has expanded in Swindon and Wiltshire as well as other locations in the UK) plus three 'non-involved' wins. These latter projects have safeguarded a further 80 jobs.

Outlook

- 4.1.18 OCO Consulting and the Department for International Trade have highlighted that the UK can still attract inward investment from sectors it has graded as more resilient. This includes projects related to cyber security, advanced automation and life sciences – all target areas of the investment programme.
- 4.1.19 Finding the appropriate sites can be challenging. The increase in demand for logistics operations has meant a scarcity of warehouses, particularly freehold, whereas town centre offices are more readily available.
- 4.1.20 The development of the second phase of Porton Science Park is a major boost to the area's inward investment prospects. The recent publication of formal promotional material allied to more resources from the Office for Life Sciences to help promote Porton's status as a Life Sciences Opportunity Zone status will assist our efforts.



- 4.1.21 Skilled staff are a key asset required by investors. The establishment of the Swindon & Wiltshire Institute of Technology in September this year is very much a positive, whilst the large number of skilled staff coming onto the market from Honda is also a USP for the area.
- 4.1.22 The Western Gateway, although in its infancy compared to the Northern Powerhouse and Midlands Engine, has the potential to help promote key assets within the Swindon and Wiltshire area. Dedicated inward investment resource has been secured from the Department for International Trade and work is underway to develop specific propositions that highlight strengths across the Western Gateway, including within Swindon and Wiltshire. Collaboration will continue with the LEPs covering the West of England and Gloucestershire, as well as Cardiff City Region.
- 4.1.23 The pipeline for 2021/22 is strong, with four for new investments for Swindon and Wiltshire from the US, India, China and South Korea at an advanced stage, forecast to create over 125 new jobs. Sectors include software, fintech and automotive.
- 4.1.24 Two major expansions of existing overseas-owned firms are also scheduled to complete by March next year, creating over 350 new jobs. There is also the completion of the Amazon distribution facility, set to open later in 2021, with the creation of around 1,500 new roles.



**This page left
intentionally blank**

Security Level:	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
------------------------	---------------------------------------	-------------------------------------	--	---

Meeting & Date:	SWLEP Board Meeting – Thursday, 22 July 2021		
Subject:	Programme Status Report		
Attachments:	None		
Author:	Claire Alexander	Total no of sheets: (inc cover sheet)	10

Papers are provided for:	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
---------------------------------	-----------------------------------	-------------------------------------	---

1. Purpose

- 1.1 Highlight reports are presented to the SWLEP Board to communicate the status of live projects and to demonstrate that projects are being managed in line with the SWLEP Assurance Framework.
- 1.2 The highlight reports produced for each capital project have been reviewed and approved by the Delivery & Performance Team.

2. Summary

- 2.1 There are 24 live projects as summarised below.

Green	Amber Green	Amber Red	Red
14	8	2	0

3. LGF Monitoring & Evaluation

- 3.1 BEIS has confirmed that performance data reporting will move from quarterly to bi-annually.
- 3.2 LGF funding has now come to an end and projects where LGF funding has been defrayed but the project is not yet complete, will continue to be reported to the Board until they are complete.

**SWLEP Programmes Highlight Report
Board Meeting 22 July 2021**



LGF Funded Projects							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1617/00 4/CSH	Chippenham Station Hub	WC	13.00	13.00	G	G	GWR and NR are now progressing their elements of the works with sustainable transport works complete and Sadlers Mead now open to the public.
LGF/2020/00 1/J15	M4 Junction 15	SBC	17.5	3.00	G	G	Project continues, delivered by Highways England. LGF element now spent.
LGF/1516/00 3/EV (iii)	New Eastern Villages - A420 Gablecross	SBC	8.73	4.40	AG	AG	Police land has now been acquired and access gained in June has identified unchartered utilities that has necessitated additional diversion works. LGF element now spent.
LGF/1516/00 3/EV (iib)	New Eastern Villages – West of A419, Nythe and Piccadilly	SBC	3.82	2.93	AG	AG	Construction will be completed in September. LGF element now spent.
LGF/1718/00 3/CCPM	River Park (Salisbury)	WC	18.0	6.06	AG	AG	Project to be delivered by Environment Agency. Masterplan to be taken to Wiltshire Council Strategic Planning Committee for approval in July.
LGF/1617/00 3/SRT	Swindon Quality Bus Corridor (Rapid Transit)	SBC	8.92	8.92	AG	AG	Sign off activity in progress for Phase 1 and 3. Phase two almost complete. Some minor works were slightly delayed.

**SWLEP Programmes Highlight Report
Board Meeting 22 July 2021**



Getting Building Fund (GBF)							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GBF/GD 404	Carriage Works (Swindon)	SBC	4.35	4.0	R	AR	Works contracted, started on site 15 March 2021. Listed Building consent is required for parcel 2 of the works and efforts are being made to claw back time to meet funding window restrictions.
LEP/GBF/GD 403	Porton Collaborative Innovation Centre	WC	9.26	2.0	G	G	Programme on course with GBF element to be spent prior to 31 March 2022.
LEP/GBF/GD 401	Business Cyber Centre	SWLEP	4.2	3.7	G	AG	OBC now approved, project has commenced and whilst there has been some slight delay (one month) to Agreement for Lease, project is expected to complete pre-March 2022.

**SWLEP Programmes Highlight Report
Board Meeting 22 July 2021**



Skills & Enterprise Projects							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network & Careers Hub	WC & SBC	n/a	n/a	AG	G	The overall progress indicator has moved up to Green due to recent improvements seen in the network and the relating improvements in data.
LEP/GEN/002/GH	Growth Hub	SWLEP	n/a	n/a	G	G	<p>All BEIS claims for the financial year 2020/21 have now been submitted via 151 Officer Team at Wiltshire Council.</p> <p>Funding for 2021/22 has now been confirmed as follows:</p> <ul style="list-style-type: none"> • BEIS GH Core & Uplift £462k • BEIS Peer Networks £150k.

SWLEP Programmes Highlight Report Board Meeting 22 July 2021



Growing Places Infrastructure Fund (GPIF)					
Project Ref	Project Name	Lead	Previous	Current	Notes
LEP/GPIF/003 /RT	Recycling Technologies	SWLEP	AG	AG	£1,035,433 loan in place with repayment to SWLEP by December 2021. Business has requested a delay to repayment schedule.
LEP/GPIF/004 /OW	Our Wilton	SWLEP	AG	AG	£1,250,000 loan in place with repayment to SWLEP by December 2021. There is a repayment risk associated with planning permission of resident flats above the extended training/innovation centre (yet to be built) and this is being monitored.
LEP/GPIF/005 /PRP	PRP Optoelectronics	SWLEP	G	G	£1,140,000 loan in place with repayment to SWLEP by December 2023.
LEP/GPIF/006 /FL	Four Legs Are Better Than Two	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by January 2024.
LEP/GPIF/007 /AE	Autoguide Equipment	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by December 2024.
LEP/GPIF/008 /ABS	Advanced Biofuel Solutions Ltd	SWLEP	G	AG	£1,250,000 loan in place with repayment to SWLEP by December 2024. There has been some delay to their capital project works as a result of the pandemic and restrictions on overseas contractors attending site.
LEP/GPIF/009 /PP	Potts Partnership	SWLEP	G	G	£276,500.00 loan in place with repayment to SWLEP by June 2024.
LEP/GPIF/010 /CP	Clinical Partners Ltd	SWLEP	G	G	£250,000 loan in place with repayment to SWLEP by June 2024.

SWLEP Programmes Highlight Report Board Meeting 22 July 2021



LEP/GPIF/011 /CI	Connected ID	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by October 2023.
LEP/GPIF/012 /BF	The Black Farmer Ltd	SWLEP	G	G	£156,340 loan in place with repayment to SWLEP by April 2026.

Transport – Retained Schemes (DfT)

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1516/00 3/EV (v)	New Eastern Villages - White Hart Junction	SBC	30.12	28.20	AR	AR	Carriageway construction programme extended (from summer to autumn) due to results of site investigations of road pavement structure which now necessitates full depth reconstruction of roundabout carriageway.
LGF/1516/00 3/EV (iv)	New Eastern Villages - Southern Connector Road	SBC	30.57	11.60	G	G	£19m of HIF funding has been secured for the scheme. Good progress has been made during the period. Scheme on track to complete August 2022.
LGF/1617/00 2/WI	Wichelstowe Southern Access	SBC	25.86	22.90	G	G	Construction is underway. Various phases now complete. Scheme on track to complete November 2021.

**SWLEP Programmes Highlight Report
Board Meeting 22 July 2021**



Completed Projects				
Project Ref	Project Name	Oversight	Project Cost	LGF Element
LEP/GPIF/001/CAS	Castledown Business Park	WC	GPIF	n/a
LEP/GPIF/002/WG	Woods Group	SWLEP	GPIF	n/a
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout	SBC	5.34	2.00
LGF/1516/001/A350	A350 Improvement	WC	3.34	1.67
LGF/1516/002/A429	A429 Malmesbury	WC	2.00	1.40
LGF/1516/004/PSP	Porton Science Park	WC	10.10	4.00
LGF/1617/001/A350	A350 Dualling Bypass	WC	7.10	7.10
LGF/1617/007/MH	Mansion House (Corsham)	WC	3.90	2.50
LGF/1617/010/JNC17	M4 J17 Capacity Improvement	WC	1.79	0.50
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	3.75	3.75
LGF/1617/004/CSH	Chippenham Station Hub - Business Case Development	WC	0.35	0.35
LGF/1617/004/CSH	Chippenham Station Hub - Station Improvements	GWR	0.87	0.87
LGF/1516/006/CD	Higher Futures	WC & SBC	n/a	n/a
LGF/1819/004/CCT LGF/1819/003/FSG LGF/1819/002/ILS	Salisbury Recovery Projects	WC	0.85	0.85
LGF/2021/001/ICCE	Innovation Campus for Circular Economy	ICCE Mgt Ltd	0.20	0.20
LGF/1617/011/SCQ	Swindon Cultural Quarter	SBC	0.25	0.25
LGF/1617/009/UFB	Ultra-Fast Broadband	WC	3.00	1.00
LGF/1718/002/WCL	Wiltshire College Lackham	WCL	9.20	8.20
LGF/1718/001/WCS	Wiltshire College Salisbury	WCL	15.30	13.83

**SWLEP Programmes Highlight Report
Board Meeting 22 July 2021**



LGF1617/008/SBX	Swindon Bus Boulevard	SBC	6.00	3.00

LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	Project no longer LGF funded.	
LGF/1617/009/YWA	A350 Yarnbrook/West Ashton	WC	Project no longer LGF funded	

Key

Project Status

	Red	Amber Red	Amber Green	Green
	R	AR	AG	G

See below for RAG rating methodology.

Milestones

BLUE – complete, **GREEN** - on track, **AMBER** - at risk, **RED** – will be late/is late.

RAG Rating

		Impact			
		1 (Low)	2	3	4 (High)
	4 (Likely)	AG	AR	AR	R
	3	AG	AG	AR	AR
	2	G	AG	AG	AR
	1 (Unlikely)	G	G	AG	AG

The RAG reporting is based on the composite elements of probability and impact (see chart to the left) and splits into the following categories:

- **GREEN:** Project considered being on track, to time, quality, and cost.
- **AMBER, GREEN:** Project considered at risk of minor to medium impacts on time, scope and/or cost – requires small mitigating action.
- **AMBER, RED:** Project considered at risk of medium to major impacts on time, scope and/or cost – requires mitigating action.
- **RED:** Project considered at serious risk of significant impact on time, scope and/or cost. Immediate mitigating action required.

RAG Scoring

RAG rating	Cost	Scope	Time
	All funding for overall scheme has been secured and is available to spend as required.	Deliverables and project scope remain unaltered.	Minor project slippage may be present but total project delivery remains on track. <30 days total slippage.
	Extra funding is required for overall project and is expected to be secured shortly (within one month).	Project is experiencing or is expected to experience small changes to scope and outputs delivered.	Project is experiencing or is expected to experience slippage. >30 days but <90days total project slippage
	Extra funding is required for overall project. A funding plan is in place and applications have been made but there is a risk of an unsuccessful bid.	Project is experiencing or is expected to experience major changes to scope and outputs delivered.	Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. >90 days slippage but <six Months total project slippage.
	Extra funding is required for overall project. No funding plan is in place or applications made in order to address funding gap.	Project is experiencing or is expected to experience significant change to scope and outputs delivered.	Project is suffering significant and major delays to delivery. >six Months total project slippage.

Principles of Overall Project RAG Status

The 'lowest' rating against any of the three areas of Cost, Scope or Time will be used for the overall project.