



	<b>Board Directors:</b> Paddy Bradley (PB) Mandy Clarke (MC) Richard Clewer (RC) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) – left 10.30am Carole Kitching (CK) Paul Moorby, OBE (PJM) - Chair Alison North (AN) David Renard (DR) – left 10am Keeran Vetriko (KV) Pam Webb (PWe) Suzanne Wigmore (SW)	<b>Board Advisers:</b> Susie Kemp (SK)  <b>Observers:</b> Cllr Gary Sumner
<b>Apologies:</b>	Terence Herbert (TH), Wiltshire Council Doug Gale, MBE (DG) and Prof Ian White (IW), SWLEP Board Directors	
<b>In attendance:</b>	Rory Bowen (RB) / Sam Fox (SF) / Leanne Sykes (LS), Wiltshire Council Claire Alexander (CA) / Phil Clement (PC) / Debby Skellern (DS), SWLEP Anwen Jones (AJ), BEIS representative	
<b>Guest(s):</b>	Cllr Junab Ali, Swindon Borough Council and Cllr Richard Britton, Wiltshire Council, members of the SWLEP Joint Scrutiny Panel Matt Moore, Science Museum Group / Adrian Griffiths, Recycling Technologies and Prof Matt Davidson, University of Bath – Innovation Centre for the Circular Economy (ICCE) project Parsa Mohammadpour and Dr Maik Schneider, University of Bath Russell Frith, Wiltshire Council and Chris Parsons and Andrew Wells, Swindon Borough Council	
<b>Chair:</b>	Paul Moorby (PJM)	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Location:</b>	Via conference call	

Item	Narrative	Deadline
<b>1.0</b>	<b>Welcome / Apologies / Conflicts of Interest / Board Appointment</b>	
	<p>The meeting opened at 9.30am 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 presenters.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of standing items. Additional Conflicts were declared as follows:</p> <ul style="list-style-type: none"> <li>Item 10.0 Inward Investment – the Chair declared an interest through his voluntary role as a Department of Trade (DIT) South West Export Champion 2021/22 assisting SMEs on opportunities for their products and services.</li> </ul>	



<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	<p>The minutes of the Board Meeting held on 27 May 2021 were reviewed and approved with a suggestion of one amendment on Page 6 regarding the Growing Places Infrastructure Fund (GPIF).</p> <p><b>Action: wording to be amended to reflect discussion.</b></p> <p><b>Matters Arising:</b></p>	<b>July 2021</b>
<b>2.2</b>	There were no Matters arising.	
<b>3.0</b>	<b>Submitted Questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>Wroughton Campus and the Innovation Campus for the Circular Economy (ICCE)</b>	
	<p>PB introduced the item and advised that the presentation was to take people through the ambition for the site and the progress made since the last presentation to the Board in August 2020. The presentation can be accessed by using the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/210722-lep-board-smg-icast-icce-combined-presentation.pdf?sfvrsn=f45236d4_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/210722-lep-board-smg-icast-icce-combined-presentation.pdf?sfvrsn=f45236d4_4</a></p> <p>This was an interesting project and demonstrated true partnership working. The site was referred to in the Local Industrial Strategy and was an attempt to bring University-led R&amp;D into the area and increase the rate of commercialisation of ideas.</p> <p>Discussion points included public access (the National Collections Centre anticipated more visitors to the site as the range of developments take place), commercial sensitivity (could be managed through control of access within the buildings) and details about the range of materials and fibres that the researchers would be looking to include in circular economy processes.</p> <p>The presenters were thanked for their presentation and the Directors emphasised their continuing support for such an important project.</p>	
<b>5.0</b>	<b>Chief Executive's report</b>	
	PB spoke to the paper and outlined the following items. The presentation can be accessed by following the link below (slides 1-3).	



[https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/ceo-report-and-q1-budget-22072021.pdf?sfvrsn=6c70b7d8\\_2](https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/ceo-report-and-q1-budget-22072021.pdf?sfvrsn=6c70b7d8_2)

### **Draft Annual Report and Growth Hub Impact Report**

Board Directors had already received the Draft Annual Report and the Growth Hub Impact Report. The Growth Hub Impact report can be found by using the following link.

<https://growthhub.swlep.co.uk/news/all-news/the-swindon-and-wiltshire-growth-hub-impact-report-is-published>

According to the Governance Framework, the Annual Report was required to be published online by 31 July. A few amendments were still needed but it was close to completion.

**The Swindon & Wiltshire Local Enterprise Partnership Board: AUTHORISED 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.**

### **Annual Conference**

SWLEP was proposing to organise an online conference in the autumn using the HopIn platform. The focus would be power, innovation and creativity of the SME community in celebration of the area. There would be a mix of stands, networking opportunities, presentations, and informal group meetings. The date had been set for 7 October. Volunteers from the Directors were requested to assist with the planning of the conference.

**Action: AN volunteered to join the organising team. PB to make the links to the rest of the team.**

**31 July  
2021**

### **Subgroups**

The three Subgroups of Business Environment (BE), Infrastructure, Ideas, and Place (IIP), and the Skills & Talent (S&T) had been established. The Chair and Vice Chair for BE and IIP had been decided. The Vice Chair for the Skills & Talent Subgroup was still to be determined.

- SW as Chair of the IIP Subgroup advised the meeting that the group would be discussing areas of support from businesses where we might need expertise
- AN as Chair of BE Subgroup advised the meeting that the group would be looking into how we measured progress and how we would measure.
- CK as Chair of the Skills & Talent Subgroup advised the meeting that there was already good representation from businesses on the Subgroup. She extended an invitation to other Board Directors who



would like to join and added that at the September meeting the Subgroup would review items for next year, particular with regard to people it may like to see present.

Meetings of the networking groups, Business Intelligence & Network Group (BING) and the Rural Economy Sector Group (RESG), had also taken place. There was some cross-over between the two groups. The Growth Hub was now in discussion with members from CLA and NFU about the possibility of establishing a Peer Networks cohort on business management within the farming community.

#### **LEP Review**

LEPs were currently undergoing a government review to amend their role as they will not be managing capital funds on behalf of the government in the immediate future. There was unlikely to be a statement released prior to summer recess. However, the LEP Network Working Groups had continued to meet, and a paper would go to Ministers.

The Chair advised the meeting that LEPs had not yet received their core funding from Government to pay core bills. SWLEP had met all the criteria from its annual review. Growth Hub funds were coming through, but core money on been placed on hold. The LEP Review was about the operation in 2022 and LEPs still had the current year's programmes to deliver. PB reassured the meeting that there were no qualifications on the audited accounts and the organisation met the criteria for a going concern up to July 2022, which was the limit of the period covered by the auditors' judgement.

The BEIS representative added to the discussion by thanking SWLEP for its patience. A discussion was taking place in Treasury later that week and they were hopeful this would lead to an announcement about funding for 2021-22. The Chair thanked the BEIS team for its continued support in these circumstances.

There was significant debate amongst the Directors about the affect these circumstances may have on the SWLEP team and the lack of funding to deliver any future programmes. The meeting was reassured that the team was optimistic and did not feel threatened by this situation and that SWLEP was funding its current operations from its reserves. A view would be sought at the September Board Meeting and the state of finances from 2022 to be discussed at the November Board Meeting. The Chief Executive was planning various scenarios and would bring the models back to the Board for discussion.

**Action: letters to be sent from the SWLEP Board to the seven MPs in Swindon and Wiltshire and to the Chair of the LEP Network Board expressing these concerns.**

**August  
2021**



	<p>Congratulations were offered to the team on the publication of the Growth Hub Impact Report and SWLEP requested Directors to share via their networks, likewise for the Annual Report when available.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the information included in the other items in the report.</b></p>	
<b>6.0</b>	<b>Q1 Income and Expenditure Budget 2021-22</b>	
	<p>PB spoke to the paper. The presentation can be accessed by following the link in Item 5.0 above, slides 4-6.</p> <p>There was £700,000 less showing in the first quarter. The reasons for this were outlined as follows:</p> <ul style="list-style-type: none"> <li>• lack of core funding, as discussed above;</li> <li>• although the SWLEP had received agreement about the funding for the Growth Hub, it had yet to be received; and</li> <li>• a backlog of grant claims that had yet to be paid and funds were slow to come into the account.</li> </ul> <p>The SWLEP was not required by law to carry out an independent audit, but for reasons of openness and transparency, it was something the organisation considered important.</p> <p>PJM offered Directors a meeting to discuss this further if any felt this necessary.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED income and expenditure profile for Quarter 1 of the 2021-22 budget.</b></p>	
<b>7.0</b>	<b>Business Action Plan Q1 2021-22 update</b>	
	<p>DS spoke to the paper and the presentation can be accessed by using the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lis-and-members-220721.pdf?sfvrsn=d390e8cc_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lis-and-members-220721.pdf?sfvrsn=d390e8cc_4</a></p> <p>The paper and presentation gave a snapshot of the wider activity being undertaken by the SWLEP and its progress to-date.</p> <p>There was discussion about the inclusion of stakeholder or customer feedback to provide qualitative data and DS responded that this would be built into the report when projects mobilised and were in delivery.</p> <p><b>The Swindon and Wiltshire Local Enterprise Partnership Board: NOTED the activity which has been undertaken during the quarter to progress the mobilisation and delivery of the Local Industrial Strategy.</b></p>	



<b>8.0</b>	<b>Membership of SWLEP Limited</b>	
	<p>DS spoke to the paper and outlined the three additional applications from companies for membership of SWLEP Limited which had been received since the last Board Meeting. Membership was aimed at businesses operating within our area which would like to know more about SWLEP, and it was a way of keeping businesses engaged. The SWLEP is not operating a paid-for membership model. It is fulfilling the requirement under the company's Articles of Association to engage as many businesses and organisations as possible in the work of SWLEP Ltd. If the Board approved the applications, there would be circa 55 members.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED the three applications submitted to become a member of the Swindon and Wiltshire Local Enterprise Partnership Limited.</b></p>	
<b>9.0</b>	<b>Natural Capital (PhD project)</b>	
	<p>DS introduced the item and advised that this was the second presentation by Parsa Mohammadpour to the Board about the Natural Capital PhD project. He would give an update on the work carried out since the meeting in January.</p> <p>The presentation can be accessed by using the link below.  <a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/natural-capital-public-board-meeting---22-july-2021.pdf?sfvrsn=a3563411_2">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/natural-capital-public-board-meeting---22-july-2021.pdf?sfvrsn=a3563411_2</a></p> <p>SWLEP would use the information on Natural Capital when advising on investment decisions and would have the evidence to support it. The Treasury Green Book would also now take these factors into account when assessing projects.</p> <p>Parsa was asked about his motivation for undertaking this subject as part of his PhD. In response, he stated that he came from Swindon and so had an interest in the area. He wanted to increase the knowledge of the value of our unique landscape and environment and enable the effective application of economics into the real world. PM was thanked for his presentation and his continued work on the Natural Capital project. The Board Directors would look forward to a further update in six months.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the progress of the project.</b></p>	
<b>10.0</b>	<b>Inward Investment Report</b>	
	<p>PC spoke to the paper and advised that Russell Frith from Wiltshire Council, Chris Parsons and Andrew Wells from Swindon Borough Council were also on the call and formed the team of the EU-funded inward investment programme for Swindon and Wiltshire. PC gave an outline of the work progressed.</p>	



	<p>The programme had hit the target from Central Government on winning two new investors from outside the EU that were SMEs:</p> <ul style="list-style-type: none"> <li>• one was a Nigerian software company that had set up a sales office in Swindon for recruitment using AI;</li> <li>• the second was a US company specialising in photonics expanding in Wiltshire; and</li> <li>• these would create at least 106 jobs during the next three years.</li> </ul> <p>Work was continuing with the DIT on attracting overseas companies to the Swindon and Wiltshire area and SWLEP was also working with the Department within the Western Gateway in advanced engineering and digital technology sectors (including cyber).</p> <p>PC offered his thanks to Andrew Well's for his outstanding job in this area and wished him well in his new role at DIT.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the progress of the Inward Investment programme; and WOULD RECEIVE an update on progress at its meeting in December 2021 (the end of the EU-funded part of the inward investment programme).</b></p>	
<b>11.0</b>	<b>Programme Status report</b>	
	<p>CA spoke to the paper and highlighted the progress made on projects. Key points raised were:</p> <ul style="list-style-type: none"> <li>• Chippenham Station Hub – some elements of the overall project had been completed;</li> <li>• the allocation of £3m from the Local Growth Fund towards the £17m scheme by Highways England at Junction 15 of the M4 was now used; and</li> <li>• projects within the Getting Building Fund were making good progress.</li> </ul> <p>The Chair thanked CA and the teams of both Local Authorities for all their hard work in getting the projects to this point successfully. Thanks were extended to SWLEP from Swindon Borough Council for the allocation of £3m from the Local Growth Fund, without which Junction 15 of the M4 would not have progressed as quickly.</p> <p>The SWLEP thanked BEIS for its ongoing support.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</b></p>	
<b>13.0</b>	<b>AOB</b>	





	<p>The Chair advised the meeting that the following week would be Honda's last week of operation at the factory site in Swindon. We were grateful for Honda's investment in our area and would continue to work with the UK team during this phase. Heartfelt thanks were given to all the partners working with Honda as we bid it farewell.</p> <p>The Honda Co-ordinating Group under the leadership of Swindon Borough Council's Chief Executive, was pulling together the lessons learned from this experience. It was due for internal distribution and could be shared in different parts of the country where they were experiencing similar circumstances. Panattoni, as the new owner of the site, would be looking for the site to include diverse businesses, that is, not one big employer. This would lessen the impact should a large employer decide to leave the area.</p>	
	<b>Date of next meeting</b>	
	<p>Thursday, 30 September 2021</p> <p>Directors to meet at 9am for the start of the public meeting at 9.30am.</p>	
	<p><b>Future Meetings</b></p> <p>Thursday, 25 November 2021</p> <p>Meetings will be held via video/teleconference until further notice.</p>	
	<b>Close of Part ONE of the meeting at 11.27am</b>	
	<p>The public are excluded from this part of the meeting under the terms of the Swindon &amp; 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</p>	
	<b>Start of Part TWO of the meeting at 11.40am</b>	

**1 October 2021**