



<b>In attendance:</b>	<b>Board Directors:</b> Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Doug Gale, MBE (DG) – arrived 10.50am Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) - Chair Alison North (AN) David Renard (DR) Keeran Vetriko (KV) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW) Peter Wragg (PW) – Deputy Chair – joined	<b>Board Advisers:</b> Susie Kemp (SK) – joined 9.50am  <b>Observers:</b> Cllr Pauline Church (PCh)
<b>Apologies:</b>	Terence Herbert (TH) and Phillip Whitehead (PW), Wiltshire Council Cllr Gary Sumner (GS), Swindon Borough Council Karen Leigh (KL), and Emily Manser (EM), BEIS representatives Carole Kitching (CK), SWLEP Director	
<b>In attendance:</b>	Rory Bowen (RB) / Sam Fox (SF) and Leanne Sykes (LS), Wiltshire Council Claire Alexander (CA), Phil Clement (PC) and Debby Skellern (DS), SWLEP	
<b>Guest(s):</b>	Dragana Houston (DH), SWLEP Cllr Alan Hill, Wiltshire Council and Amanda Newbery, Knightwood Leisure - SWLEP Joint Scrutiny Panel members Sam Rackham (SR), Swindon Borough Council David Clarke, DCA Consultants	
<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 9.37am and the Chair welcomed attendees. Particular welcome was extended to any members of the public who had joined the meeting and members of the SWLEP Joint Scrutiny Panel.</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"> <li>AB's Conflict of Interest with regard to LGF3 for projects at the Salisbury and Lackham campuses of Wiltshire College &amp; University Centre.</li> </ul>	



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	<ul style="list-style-type: none"> <li>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.</li> <li>IW's general interests of the University of Bath in SWLEP activity and specifically with the Carriageworks project in Swindon.</li> </ul> <p>Additional Conflicts were declared as follows:</p> <ul style="list-style-type: none"> <li>AB of Item 5.0 Chief Executive's Report as Principal of Wiltshire College &amp; University Centre as it was requesting additional funds; and</li> <li>KV also of Item 5.0 as a governor of New College, Swindon as it was requesting funds for the Institute of Technology.</li> </ul>	
<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 28 January 2021 were reviewed and approved.	
<b>2.2</b>	<p><b>Matters Arising:</b></p> <p>Matters Arising had been completed.</p>	
<b>3.0</b>	<b>Submitted Questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>Local Skills Report presentation</b>	
	<p>AB introduced the item and outlined the current Government thinking via the Skills White Paper on skills improvement plans. The work already undertaken by the SWLEP would be the basis for formulating these plans. AB expressed her thanks to the members of the Skills &amp; Talent Subgroup for their continued support. The Subgroup members were from:</p> <ul style="list-style-type: none"> <li>both Local Authorities;</li> <li>FE colleges and private skills providers;</li> <li>HE;</li> <li>Wiltshire Association of Secondary School Heads (WASSH);</li> <li>Swindon Association of Secondary Heads (SASH); and</li> <li>local employers, among others.</li> </ul> <p>So, it truly was a collective effort.</p> <p>DH presented to the meeting and outlined the format and content of the Local Skills Report which would be submitted to DfE at the end of the month. 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/swlep-local-skills-report---mar-board-v0-1.pdf?sfvrsn=d8b2d130_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-local-skills-report---mar-board-v0-1.pdf?sfvrsn=d8b2d130_4</a></p> <p>Both the Local Industrial Strategy and the Local Skills Report demonstrated detailed evidence bases and analysis. SWLEP needed sustainable trend data</p>	



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	<p>to understand the longer-term impact of its work. This work underpinned everything to drive up productivity.</p> <p>Discussion included the following points:</p> <ul style="list-style-type: none"><li>• getting more people to train to Level 4 and above meant that people would stay local for their education and there would be fewer people moving to HE / FE establishments out of our area;</li><li>• the Restart and Kickstart programmes were being funded by Government and these programmes paid participants more than apprentices were paid;</li><li>• Voluntary Action Swindon was working with Swindon Borough Council to access some of its levy around the voluntary and care sectors. Discussion about how SWLEP might seek to deploy the unused levy funds from large organisations to attract apprenticeships.</li></ul> <p>The Report was the headline overview of the skills environment in the Swindon and Wiltshire area. It was about being agile and able to respond to new initiatives. With both AB and CK on the Board SWLEP remained informed of any new developments within the skills environment. The principle behind the Kickstart scheme was for young people to gain employability skills and link up to further training opportunities, not to be used as cheap labour. Links would also be made to health improvement professionals to improve quality of lives. By choosing an apprenticeship young people were potentially choosing their career. Nearly 100% of young people in apprenticeship groups moved into employment, as they were vocationally focused; it was a more secure route into the world of work.</p> <p>But it was acknowledged that there was a potential conflict between the various programmes with more pay in the Kickstart and Restart schemes than apprenticeships, but this was also a short-term vs longer term view.</p> <p>DfE helped businesses navigate all the different schemes, but everyone was aware of the potential conflict between DfE vs DWP and there was indeed a recognition of this within Government.</p> <p>When asked how the SWLEP had engaged and aligned with business needs now and, in the future, the responses were:</p> <ul style="list-style-type: none"><li>• there were business representatives on the Skills &amp; Talent Subgroup;</li><li>• ideas were tested through the Business Intelligence &amp; Network Group (BING);</li><li>• job vacancies were tracked on a monthly basis;</li><li>• SWLEP had access to Live LMI data;</li><li>• short-term surveys were issued through the Growth Hub;</li><li>• the FE colleges had engagement with lots of businesses and fed the intelligence into the report; and</li><li>• the Growth Hub's Skills Advisor was also engaged with businesses on a daily basis.</li></ul>	



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	<p>It was crucial that this report was used and actively promoted within the area. In fact, PB would be referring to it at Wiltshire College &amp; University Centre's governors' day on 26 March.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the recommendation from the Skills &amp; Talent Subgroup and APPROVED the Local Skills Report.</b></p>	
<b>5.0</b>	<b>Chief Executive's report</b>	
	<p>PB spoke to the paper.</p> <p>There was currently £3m unallocated in the Growing Places Infrastructure Fund (GPIF) for loans, together with £4m of LGF money from the Yarnbrook / West Ashton stalled project.</p> <p>SWLEP would like to consider allocating up to £1m from the £4m LGF to support two skills initiatives; one for the Institute of Technology and the other for Wiltshire College &amp; University Centre's Salisbury campus. Owing to the already declared Conflict, AB would not participate in this debate and stepped out of the meeting.</p> <p><b>Institute of Technology (IoT)</b></p> <p>The Swindon and Wiltshire IoT was only one of 12 nationally and was due to open in September 2021 with a strong focus on STEM skills. This was very much aligned with the priorities of the Local Industrial Strategy and demonstrated a strong strategic link. Although it was opening later than originally planned owing to a delayed Ofsted Inspection, the merger with New College had addressed the issue. The bid had been costed at 2017/18 prices, and with the delay in project start, there was now a shortfall in funding. SWLEP had previously not contributed any funds to this project. Businesses had guided the college on the type of equipment needed to future proof its courses, and owing to the delay, there was now a shortfall of £600,000 to purchase this equipment.</p> <p><b>Phase 3 for Wiltshire College &amp; University Centre, Salisbury Campus</b></p> <p>SWLEP had already contributed LGF funding into this project. DfE had released some further funding for colleges to access to improve the fabric of their existing buildings. Wiltshire College &amp; University Centre could submit a bid to improve its Salisbury campus. If this were to be submitted with match-funding it would increase its chances of funding success. The request to the SWLEP was for £400,000 to be used as match in the bid to the DfE.</p> <p>Both proposals were described in detail in the paper.</p> <p>There was debate on the source of SWLEP funding from which these requests sought finance. The debate amongst the Directors concerned the</p>	



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	<p>proposal to use funding held in the GPIF account to be used as grant funding to these two projects.</p> <p>PB explained that the money in the Growing Places Infrastructure Fund could be used either as a grant or as a loan. The SWLEP had made decisions to allocate funding in the past either as a loan or as a grant. This view was endorsed by LS on behalf of the Accountable Body.</p> <p>Directors were keen to ensure that there was robust governance behind a decision to allocate money in response to the request. The Board agreed that a working group would be convened to consider the request and the use of funds as described. A group of up to five Directors and Advisers was identified.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>AGREED</b> to establish a working group to review the request for funding of £601,518 to the Swindon and Wiltshire Institute of Technology and £400,000 to Wiltshire College &amp; University Centre to support development of skills provision; and  <b>AGREED</b> that the working group review the source of funding and the proposed allocation and makes a recommendation to the Board for how to proceed.</p> <p>The other four items to note in the paper were:</p> <p><b>The Impact of GPIF loan fund</b></p> <ul style="list-style-type: none"> <li>• £6.93m had been made in loans from a total fund of £8.67m, creating up to 100 new jobs and 160,000 sq ft of floorspace.</li> </ul> <p><b>Growth Hub Evaluations</b></p> <ul style="list-style-type: none"> <li>• The interim findings of the Joint Scrutiny Panel Review of the Growth Hub was very strong.</li> <li>• The external report from Wavehill would be available within a month.</li> </ul> <p><b>SWLEP Dashboard</b>  The SWLEP Dashboard was ready and available to use via the following link.  <a href="#">Microsoft Power BI</a></p> <p><b>Cyber Essentials</b>  All staff with SWLEP had completed Cyber Essentials. Once SWLEP had returned to being office based, we would look to complete Cyber Essentials Plus.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b></p>	



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	<b>NOTED</b> the information included in the four other items in the report.	
<b>6.0</b>	<b>Swindon Cultural Quarter</b>	
	<p>SK spoke to the item and introduced David Clarke from DCA Consultants and Sam Rackham (SR)) from Swindon Borough Council who would be presenting to the meeting. SK expressed Swindon Borough Council's gratitude to the SWLEP Board for funding £250,000 to undertake the study. An Advisory Group had been established, including the SWLEP CEO, who had offered fantastic support of this project.</p> <p>SR gave an overview of Swindon Regeneration and how the Cultural Quarter fitted into the overall plans. The presentation can be accessed by the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lep-board---town-centre-overview.pdf?sfvrsn=4774adb7_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lep-board---town-centre-overview.pdf?sfvrsn=4774adb7_4</a></p> <p>David Clarke presented to the meeting on Swindon's Cultural Quarter specifically.</p> <p>The presentation can be accessed via the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lep-board---cultural-quarter-2.pdf?sfvrsn=7b5d8c0d_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/lep-board---cultural-quarter-2.pdf?sfvrsn=7b5d8c0d_4</a></p> <p>The Directors were appreciative of the project and were keen to share ideas on how it had been achieved. Salisbury also wished to have a cultural quarter and PCh wanted to know how the land ownership worked.</p> <p>In response, SK explained that Swindon Borough Council owned the Kimmerfields area outright as well as a lot of land in the centre of Swindon which could be developed. The Council was in discussion with the Heritage Lottery Fund and the Arts Council about further funding and were also considering crowd funding and sourcing. Brownfield sites could also be rejuvenated.</p> <p>The Leader thanked the Swindon team for their efforts and the SWLEP Board for the opportunity to demonstrate what had been achieved thus far with the funding. He hoped that this would not be the end of SWLEP involvement in the project. The project would be a key part in attracting people to work, live and spend their leisure time in Swindon, spending money and making it a vibrant centre. The project provided an ecosystem of work and life and would give an exemplar to the rest of the country on what could be achieved.</p> <p>The question was raised as to what extent the Business Case became affected by the impact of the pandemic and how that risk would be managed. In response the meeting was told that creative industries were keen to get back to work and, after a year of lockdown, people were keen to attend cultural venues and events. In effect, new buildings could be adapted for COVID restrictions a lot easier than older ones.</p>	



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	<p>The presenters were thanked for the engaging presentation and the meeting was looking forward to seeing the next stages of the project.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper and presentation.</b></p>	
<b>7.0</b>	<b>Programme Finance Report</b>	
	<p>CA spoke to the paper and the presentation can be accessed by the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-march-2021-board---item-7-0-only.pdf?sfvrsn=4bc1f4f6_2">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-march-2021-board---item-7-0-only.pdf?sfvrsn=4bc1f4f6_2</a></p> <p>£150,000 was remaining as underspend from LGF projects. It was proposed that these funds would be transferred out of the LGF account and into the GPIF account with BEIS authority. This would then be used as a holding account pending any future decisions. The monies would then be ringfenced for developing Business Cases for projects within the Local Industrial Strategy, such as Net Zero projects.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b></p> <p><b>APPROVED</b> the paper as an accurate summary of the current LGF financial position; and</p> <p><b>AGREED</b> to the reallocation of £150,000 of identified unspent LGF to GPIF, to be ringfenced for the use of developing business cases for priorities projects within the Local Industrial Strategy, with a focus on net zero projects.</p>	
<b>8.0</b>	<b>Programme Status Report</b>	
	<p>Owing to time constraints the paper was taken as read.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</b></p>	
<b>9.0</b>	<b>Budget Report</b>	
	<p>PB spoke to the paper and advised the meeting that SWLEP Limited was in a sound financial position. The 2021/22 budget would be circulated by email and SWLEP was in discussion with SWLEP's accountants regarding the end of year report which would be completed by the end of April.</p> <p><b>Action: PB to circulate 2021/22 Budget by email to Directors.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</b></p>	<b>May 2021</b>
<b>10.0</b>	<b>Populating the Governance groups</b>	



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	<p>DS spoke to the paper and thanked Directors who had volunteered to take roles on SWLEP's Committees and Subgroups. However, there were still a few vacancies yet to be filled.</p> <p>The question was raised about the time needed to fulfil the roles and DS explained that:</p> <ul style="list-style-type: none"> <li>the Remuneration Committee only met once per year; and</li> <li>the Performance Committee met in line with Board meetings. However, it was envisaged that time required would decrease as LGF projects were finalised with only monitoring and evaluation remaining. There were fewer Getting Building Fund projects.</li> </ul> <p><b>Action: DKH to circulate presentation to Directors, as owing to time constraints this was not shared in the meeting.</b></p> <p>The presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/governance-march-2021.pdf?sfvrsn=6c70f4be_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/governance-march-2021.pdf?sfvrsn=6c70f4be_4</a></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>NOTED</b> the level of volunteer vacancies remaining in order to mobilise the governance structure; and  <b>NOTED</b> the promotional campaign to recruit additional members to SWLEP Limited.</p>	<b>Mar 2021</b>
<b>11.0</b>	<b>AOB</b>	
	After being with SWLEP since its inception, PW was stepping down from the Board. He was thanked for his contribution and best wishes were exchanged.	
	<b>Date of next meeting</b>	
	<p><b>Future Meetings</b> Thursday, 27 May 2021</p> <p>Directors to meet at 9am for the start of the public meeting at 9.30am.</p>	
	<p>Thursday, 22 July 2021  Thursday, 30 September 2021  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 11.35am</b>	
	The public are excluded from this part of the meeting under the terms of the Swindon & Wiltshire Local Enterprise Partnership Assurance	



Item	Narrative	Deadline
	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	
	<b>Start of Part TWO of the meeting at 11.39am</b>	
<b>12.0</b>	<b>Local Industrial Strategy</b>	
<b>12.0</b>	<b>Business Case for Business Cyber Centre</b>  The item was discussed in closed session owing to the commercially confidential nature of the project.	
	<b>Close of Part TWO of meeting at 12.50pm</b>	

4 June 2021