



Attendance	Board Directors: Paddy Bradley (PB) Mandy Clarke (MC) – Co-Deputy Chair Doug Gale MBE (DG) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) – Chair Alison North (AN) – Co-Deputy Chair David Renard (DR) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW)	Board Advisers: Susie Kemp (SK), Swindon Borough Council Observers: Cllr Pauline Church – representing Richard Clewer
Apologies:	Richard Clewer (RC) / Carole Kitching (CK) / Keeran Vetriko (KV) - SWLEP Board Directors Sam Fox (SF) / Terence Herbert (TH) and Leanne Sykes (LS) - Wiltshire Council	
In attendance:	Claire Alexander (CA) / Phil Clement (PC) / Tom Marshall (TM) / Debby Skellern (DS) - SWLEP Rory Bowen (RB) / Alison Robinson (AR), representing Leanne Sykes - Wiltshire Council Anwen Jones (AJ) and Emily Manser - BEIS representatives	
Guest(s):	Margaret Firth of Wiltshire Community Foundation Cllr Junab Ali, Swindon Borough Council and Cllr George Jeans, Wiltshire Council - members of the SWLEP Joint Scrutiny Panel Craig Holmes, Ball Aerocan – member of the Joint Scrutiny Panel and of SWLEP Limited Toby Howkins YTKO Ltd - Member of SWLEP Limited	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Via conference call	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board Appointment	
	<p>The meeting opened at 9.31am 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 members of SWLEP Ltd.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of standing items. No additional conflicts were declared.</p>	
2.0	Review of minutes and matters arising	



Item	Narrative	Deadline
2.1	The minutes of the Board Meeting held on 30 September 2021 were reviewed and approved	
2.2	<p>Matters Arising:</p> <p>Matters arising were on the agenda.</p> <p>The Chair advised the meeting of a letter SWLEP had received following a meeting of Wiltshire Council's Overview & Scrutiny Management Committee on 16 November at which the Chair of the Joint Scrutiny Panel (JSP), established by the SWLEP had expressed some frustration at not seeing all financial information about the operation of the SWLEP's Business Cyber Centre (BCC). The SWLEP Chair had acknowledged receipt of the letter dated 23 November from the Chair of the Management Committee. The SWLEP Chair and CEO would meet the Chairs of the Management Committee and the JSP to discuss the concerns. The CEO confirmed to the Board that all financial information relating to public money had been shared with the JSP and that the company commissioned independent auditors each year and had recently published its accounts in full. The Chair reiterated that scrutiny and audit were very important for the SWLEP and was keen to resolve the issues as soon as possible.</p> <p>DR, as leader of Swindon Borough Council, and RC, as leader of Wiltshire Council, had been informed of the situation as their Councillors were involved in the committees.</p> <p>The Business Cyber Centre was a project funded within the Getting Building Fund, a fund set up in response to the COVID-19 pandemic. It had been a tight deadline to bid for funds and, of the monies allocated to SWLEP, £3.7m had been allocated by the Board to the BCC. This project was also the first where SWLEP was the delivery partner. The deadline for project spend was March 2022.</p> <p>Recommendations</p> <p>The Chair of the Swindon & Wiltshire Local Enterprise Partnership Board recommended that:</p> <ul style="list-style-type: none">the Directors noted the intention of the Chair and the Chief Executive to meet with the Chairs of the Joint Scrutiny Panel and Wiltshire Council's Overview and Scrutiny Management Committee to discuss the situation which had arisen;a request was made to the Joint Scrutiny Panel to look into and report back to the SWLEP Board for the 27 January 2022 Board Meeting on the Getting Building Fund BCC project, noting timelines, funding deadlines, location choices, and imposed implementation deadlines. This background review would allow decisions made to be placed in	



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	<p>context. The JSP report back to Board to also note any lessons learned, as part of good quality control.</p> <p>The Board agreed the recommendation.</p> <p>The Secretariat of the Joint Scrutiny Panel had been asked to bring the proposal to the next meeting of the JSP on 12 December.</p>	
3.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
4.0	Strategy update	
	<p>Mobilising hydrogen strategic priorities</p> <p>DS spoke to the paper and updated the meeting on the status of the hydrogen strategic priorities where there was currently lots of activity.</p> <p>The Government had published its hydrogen strategy in the summer and SWLEP had responded to two consultations.</p> <p>Although hydrogen was not yet a commercial fuel, a feasibility study was underway with consultants Kiwa and Pannell Hayes to ascertain whether hydrogen could be delivered locally. This followed work by the SWLEP to bid for and receive funding from the South West Energy Hub to pay for the study. A stakeholder two-day workshop was held on 17-18 November in Wroughton to discuss the art of the possible. The production of green hydrogen from low carbon sources of energy was the cleanest option available. This report would be brought to the Board in January.</p> <p>Three Strategic Outline Business Cases (SOBCs), previously approved by the SWLEP Board, for energy generation, bus and coach travel and the use of fork-lift trucks in logistics businesses, had been discussed with LEPs grouped around the M4. A match funding call had gone out to progress the bus and coach SOBC and the logistics SOBC, but with the ongoing LEP Review only one LEP had felt confident to commit. Therefore, this work was now on hold pending the LEP Review.</p> <p>SWLEP became aware of activity in South Wales with Neath Port Talbot Council and the University of South Wales. They had been very open in sharing best practice and were looking at using hydrogen in their fleets, for example, in their refuse vehicles. DS was happy to make any introductions should they be needed. SWLEP had a good relationship with these two organisations and in fact they had both attended the workshop on 17-18 November. SWLEP had now been tasked with supporting the mapping of</p>	Jan 2022



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	<p>the hydrogen ecosystem across The Western Gateway area to ascertain the assets and who was doing what regarding this agenda.</p> <p>A SWLEP green hydrogen plan was being drafted which balanced supply and demand. The Ideas, Infrastructure and Place Subgroup would maintain oversight of that development and the draft plan would come to the next Subgroup meeting.</p> <p>There was increasing interest in hydrogen with more businesses seeing the opportunities, including global companies.</p> <p>BEIS was very interested in what SWLEP was doing with the green hydrogen agenda. BEIS was holding a meeting with DS next week to introduce key personnel within the central policy department responsible for this area of work.</p> <p>The Chair advised of a recent visit to Advanced Biofuel Solutions Limited in Swindon. The company was in receipt of a GPIF loan. It had recently reached an agreement with Wales and West Utilities to pump 1% hydrogen into the Swindon gas network.</p> <p>Plan for Growth update The first meeting of the Working Group had been held on 14 October and the next meeting would take place on 1 December. These were scheduled to take place every six weeks.</p> <p>Ideas were being tested with the group and would include the economic pillars of Innovation, Infrastructure and Skills, with economic priorities of NetZero and Levelling Up. The draft plan would be available for the January Board with the final plan to be approved by the Board in March.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the activity which had been undertaken since its last meeting to progress the mobilisation of SWLEP's three hydrogen business cases; and NOTED that the Plan for Growth Working Group had been convened and begun its work.</p>	
5.0	Chief Executive's report	
	<p>PB spoke to the paper.</p> <p>SME Climate Hub The SME Climate Hub was an initiative instigated by the United Nations (UN) in order for businesses to ascertain their carbon footprint and set themselves on the path to net zero by 2050. Joining the programme would commit SWLEP to monitor our progress by measuring carbon emissions annually. A small project team had been established, headed by the Business Navigator for the green agenda, Hugh Williams.</p>	



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	<p>EU-funded SME Competitiveness Programme The audit process for the SME Competitiveness Programme was very rigorous. In addition, the Growth Hub had recently experienced a spot-check audit which had not put forward any recommendations for change or improvement. The compliance work for this programme was exceptional and PB thanked CA, as programme lead, Chris Stevens, as Growth Hub Manager, and Charlotte Skinner, as programme co-ordinator, for their superb work.</p> <p>LEP Review The result of the LEP Review was still unknown, but SWLEP was preparing itself for different scenarios. This uncertainty would be reflected in the Risk Register which would be circulated to the Directors by early December. A LEP Network meeting of Chairs and CEOs had been requested for w/c 20 December pending publication of the review. A decision on finance was expected early in 2022 but planning for any change would be complicated.</p> <p>Governance Working Group The Governance Working Group was linked into the preparation for different scenario planning, which in turn would be dependent on the outcome of the LEP Review.</p> <p>Independent Economic Assessment PB advised that SWLEP was currently commissioning an Independent Economic Assessment for the Swindon and Wiltshire area which would be completed by March 2022.</p> <p>Format of future board meetings The format of future Board Meetings was discussed, and the views of Directors were noted:</p> <ul style="list-style-type: none"> • virtual meetings were deemed as more efficient; • a mixed meeting with some participants in person and some joining virtually involved additional administration and technical difficulties, with available platforms not being completely reliable; • most attendees cited that they had not had good experiences of the hybrid model; • some participants missed the opportunity to engage face-to-face with fellow Directors and members; and • any face-to-face meetings would have to be called with plenty of notice to allow Directors to build in travel time. <p>Overall, the Directors decided to continue to meet virtually with an occasional meeting being held face-to-face when it added value. Additionally, Directors could meet in smaller groups to build relationships in between Board Meetings.</p>	<p>Dec 2021</p> <p>March 2022</p>



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	<p>Action: the January Board Meeting to take place virtually.</p> <p>Action: work towards holding the March Board Meeting face-to-face.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: AUTHORISED the CEO to arrange for SWLEP Ltd to join the SME Climate Hub, the United Nations programme for small and medium sized enterprises aiming to put businesses on the path to net-zero by 2050; NOTED the following:</p> <ul style="list-style-type: none"> • the positive outcome of a spot-check audit on the EU-funded SME Competitiveness Programme; and • the preparation of responses to potential outcomes from the government's review of local enterprise partnerships. • the update on the work of the Governance Framework Working Group; and • plan to deliver an independent economic assessment of our area by March 2022. 	March 2022
6.0	Q2 2021-22 Income and Expenditure report	
	<p>PB spoke to the paper advising the meeting that SWLEP was currently in a financially healthy state.</p> <p>Performance against the forecast was ahead of schedule in Q2. There was additional income of circa £700,000 to be included in the accounts by Q4.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the income and expenditure profile for Quarter 2 of the 2021-22 budget.</p>	
7.0	Subgroup updates	
	<p>PB gave an overview of the function of the Subgroups to the meeting. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/25-nov-2021/subgroup-updates-final.pdf?sfvrsn=3204dac7_4</p> <p>Skills & Talent Subgroup (Slides 2-4) CK was the Chair of this Subgroup, but in her absence PB updated the meeting on the subjects discussed.</p> <p>Business Environment Subgroup (Slides 5-8) The Chair for this Subgroup was AN and she updated the meeting on the subjects discussed.</p> <p>AN made a request for additional directors to join the Subgroup.</p>	



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	<p>Ideas, Infrastructure and Place Subgroup (Slides 9-11) SW was the Chair of this Subgroup, and she updated the meeting on the subjects discussed.</p>	
8.0	<p>Programme Status report</p>	
	<p>CA spoke to the paper. The slides can be accessed via the following link. https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/25-nov-2021/swlep-nov-2021-board-programme-status-summary.pdf?sfvrsn=fcf89a87_4</p> <p>Comments made were:</p> <ul style="list-style-type: none"> • LGF projects would now be reported bi-annually; • Chippenham Station Hub would continue to be monitored by Wiltshire Council; • Salisbury River Park would continue to be monitored by Wiltshire Council and the Environment Agency; • DfT retained schemes were all on track; none were RAG-rated Red / AmberRed, and CA wanted to acknowledge the efforts of the Local Authority Officers on these projects; • The M4 Junction 15 project had been completed well ahead of schedule and it was hoped to arrange a ministerial visit to celebrate the work; • Swindon Borough Council thanked all partners for bringing the vision of the infrastructure projects around Swindon to life and getting near to completion and for the massive investment and involvement of SWLEP. <p>Although the outputs were more difficult to track continually afterwards, the range of these projects made for increased economic development of the area as a whole area.</p> <p>The outputs for the New Eastern Villages would span over ten years. The question was raised that if SWLEP did not exist, how would BEIS record those outputs?</p> <p>The meeting was advised that this Board Meeting was the last one CA would attend as a full-time SWLEP employee before she moved on to Swindon Borough Council. She would however continue to work with SWLEP on a part-time basis producing reports and submitting to BEIS on our behalf.</p> <p>Thanks were extended to CA for excellent her work at SWLEP in bringing the projects in against deadline and the Board wished her well in her new role.</p>	



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	The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.	
9.0	Business Action Plan Q2 July-Sept 2021	
	<p>DS spoke to the paper and updated the Board on activity undertaken to mobilise Local Industrial Strategy priorities between July and September 2021.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: REVIEWED and NOTED the progress made during Quarter 2 of the financial year 2021-22.</p>	
10.00	Swindon and Wiltshire Voluntary and Community Sector – growing collaborations	
	<p>Margaret Firth of Wiltshire Community Foundation presented to the meeting with additional contributions from Directors Suzanne Wigmore and Pam Webb. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/25-nov-2021/vcs-in-wiltshire-and-swindon---lep-nov-2021-mf-wcf.pdf?sfvrsn=271c103b_4</p> <p>The presentation outlined the size of the UK's Voluntary Sector as well as that of Swindon and Wiltshire, detailing turnover, number of employees, funding streams and the types of people which were helped. The presentation also showed the number of opportunities for businesses to work together with these charities.</p> <p>The SWLEP was keen to convene a group involving relevant voluntary sector bodies and both LAs to develop a programme to help raise the quality of community-based bids which could be submitted for future rounds of government funding. The suggestion would be followed with a view to instigate the programme early in 2022 and before the release of bidding details by the government.</p> <p>Margaret, Suzanne and Pam were thanked for their informative presentation.</p>	
11.0	AOB	
	None.	
	Date of next meeting	
	Thursday, 27 January 2022	
	Directors to meet at 9am for the start of the public meeting at 9.30am.	
	Future Meetings	



Item	Narrative	Deadline
	Thursday, 24 March 2022 – location to be advised Thursday, 26 May 2022 Thursday, 21 July 2022 Thursday, 29 September 2022 Thursday, 24 November 2022 Meetings will be held via video/teleconference unless otherwise advised.	
	Close of Part ONE of the meeting at 11.30am	
	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 11.38am	

27 January 2022