



	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. 	



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	<ul style="list-style-type: none"> PJM's Conflict as a Committee member of the Tadpole Garden Village Community Interest Company (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>	



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	<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>	



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	<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>	



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	<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>	



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	<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>	



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	<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;</p> <p>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 Carriageways 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



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	<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 Board: 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>	



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	<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)	



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	<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	



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