



In attendance:	Board Directors: Paddy Bradley (PB) Amanda Burnside (AB) Mandy Clarke (MC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) – joined the meeting at 11.20am Col Nev Holmes (NH) – left the meeting at 10.30am Paul Moorby, OBE (PJM) - Chair Carole Kitching (CK) Alison North (AN) David Renard (DR) Keeran Vetriko (KV) Pam Webb (PWe) – joined the meeting at 11.15am Prof Ian White (IW) Phillip Whitehead (PW) Suzanne Wigmore (SW) Peter Wragg (PW) – Deputy Chair	Board Advisers: Susie Kemp (SK) Observers: None, both Leaders in attendance
Apologies:	Cllr Pauline Church (PCh), and Terence Herbert (TH) Wiltshire Council Cllr Gary Sumner (GS), Swindon Borough Council	
In attendance:	Rory Bowen (RB) / Sam Fox (SF) and Leanne Sykes (LS), Wiltshire Council Claire Alexander (CA), and Debby Skellern (DS), SWLEP Phil Clement (PC), SWLEP for Business Cyber Centre Part 2 only Karen Leigh (KL), (absent from the meeting from 10am to 11am) and Emily Manser (EM), BEIS representatives Philippa Venables (PV), Swindon Borough Council	
Guest(s):	Dragana Houston (DH), SWLEP Parvis Khansari (PK), Raquel Leonardo (RL), Ariane Crampton and Victoria Burvill, Wiltshire Council Parsa Mohammadpour (joined meeting at 10.50am) and Dr Maik Schneider, University of Bath Cllr Vinay Manro and Amanda Newbery, SWLEP Joint Scrutiny Panel members Robin McGowan (RMcG), Salisbury BID Ben Paessler – Salisbury Journal (left meeting at 10.30am) Georgina Hosier Richard Johnson Ed Dodd, Adrian Griffiths, Andy Hogben, Craig Holmes and Sharon Omer- Kaye, members of SWLEP Limited Brig Sara Sharkey (SS), MoD Corsham and Kyle Barrie (KB), Stantec – for Business Cyber Centre Part 2 only	
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 9.35am and the Chair welcomed attendees. Particular welcome was extended to members of the public who had joined the meeting, staff from the Wiltshire Council team working on People Friendly Salisbury, members of the SWLEP Joint Scrutiny Panel, members of SWLEP Ltd staying on after the AGM and Dr Maik Schneider and Parsa Mohammadpour from the University of Bath who would be presenting later in the agenda,</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of the standing items which were noted below:</p> <ul style="list-style-type: none"> • AB stated her Conflict of Interest with regard to LGF3 for projects at the Salisbury and Lackham campuses of Wiltshire College & University Centre. • 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. • In reference to items regarding People Friendly Salisbury, PJM advised of his company's involvement with Wiltshire Council and implementing MiPermit solutions in the City of Salisbury. He would excuse himself from the meeting at Item 4.1. • PW was standing as a councillor for Wiltshire Council after he leaves the SWLEP Board in March 2021 so would also excuse himself from the meeting at Item 4.1. • Prof Ian White declared general interests of the University of Bath in SWLEP activity and specifically with the Carriageworks project in Swindon. 	
2.0	Review of minutes and matters arising	
2.1	<p>The minutes of the Board Meeting held on 25 November 2020 were reviewed and approved.</p> <p>PB added that with the addition of the three new Board Directors, there was now an increase in the gender balance to 37.5% on the Board. SWLEP was driving to achieve a 50-50 split by 2022.</p>	
2.2	<p>Matters Arising not on the agenda:</p> <ul style="list-style-type: none"> • Status of Board Directors whose initial three-year tenure has now expired. Mark Smith (MS) to revert with decision. MS had resigned from the Board. • SWLEP would revert with a draft version of the SWLEP Dashboard in January. ON AGENDA 	



Item	Narrative	Deadline
	Other Matters Arising had been completed.	
3.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
4.0	Local Growth Deal	
4.1	<p>People Friendly Salisbury</p> <p>As per the Conflicts of Interest cited at Item 1.0, the Chair and Deputy Chair removed themselves from the meeting and the proceedings were handed over to Deputy Chair Elect, Alison North.</p> <p>PB spoke to the paper which was to support the Directors in making the necessary decision in outstanding issues on funding allocated for the People Friendly Salisbury scheme run by Wiltshire Council. The scheme was proposed to revitalise the City following the Novichok incident and had the backing of local partners. In September 2020, the scheme's Full Business Case received the approval of the Directors for the allocation of £1.3m towards the total cost of £3.1m. This was in addition to £1.1m given for business support in Salisbury at the start of the crisis.</p> <p>In November 2020, Wiltshire Council notified the Board of the withdrawal of support from local stakeholders and the scheme was suspended. Since then, there had been no activity and no spend on the project. The issue was that the £101m from the £169m Government funding from the Local Growth Deal, for which the Directors had direct control, had to be spent by the deadline of 31 March 2021. £1.3m for Salisbury could not be spent by this deadline. This situation had been compounded by the impact of Covid-19. SWLEP had supported this scheme and was still fully behind it, but the Government deadline was immovable.</p> <p>Wiltshire Council had committed to review the scheme and refresh it in light of the impact of the pandemic. The principles of the scheme were the same; to encourage people to move around the city on foot or bicycle and reduce the pollution by exhaust fumes. Salisbury City Council was keen for the project to come forward in a different way, but it would be later in 2021.</p> <p>The Board could agree to fund the development costs of £393,116 to ensure the scheme progressed. If so, it must have a similar or same value for money judgement as the Full Business Case or the development money would be repayable.</p> <p>SWLEP had ongoing support for Salisbury and its surrounding areas with £24.99m in capital projects allocated in the area and £1.1m business support:</p> <ul style="list-style-type: none"> • Wiltshire College & University Centre, Salisbury Campus; 	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> the Riverpark scheme; the Getting Building Fund would provide £2m into Porton Science Park Phase 2; and the Growth Hub funding after Novichock with other partners. <p>SWLEP was uncertain whether it would have any capital funding in the future to offer the scheme. Potentially, there could be monies from the Levelling Up Fund and the UK Shared Prosperity Fund, however that was to be managed. Wiltshire Council was still totally committed to the scheme, but it was unrealistic to continue while the Covid situation was still unclear. It intended to develop a future scheme, hopefully with the help of SWLEP, but if this were not possible, then it would look to other organisations for funding.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the decision of Wiltshire Council, the scheme promoter for People Friendly Salisbury, to suspend indefinitely the implementation of the project and not draw down the allocated funding of £1.3m; AGREED that funding diverted from the People Friendly Salisbury project was transferred to the Growing Places Infrastructure Fund with the intended use to support the Business Cyber Centre project; and AGREED to fund the £393,116 for development costs incurred by Wiltshire Council with the remaining £906,884 transferred to the Growing Places Infrastructure Fund and would comment on the People Friendly Salisbury scheme to ensure that it was in line with the original BCR and VFM outlined in the original Business Case.</p> <p>Action: PB to send Comms PR to directors for approval and work with Wiltshire Council on a joint press statement to demonstrate working in partnership.</p>	2 Feb 2021
4.2	<p>Project Highlight Reports</p> <p>The Chair and Deputy Chair returned to the meeting and PJM took back proceedings.</p> <p>CA spoke to the paper. (The presentation can be accessed via the link below and Slides 1-2 refer.)</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-january-2020-board-slides-ca.pdf?sfvrsn=55a4a389_4</p> <ul style="list-style-type: none"> The work by the Local Authority teams was acknowledged in getting the projects to this stage. The Getting Building Fund projects were now included in the Highlight Reports. 	



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	<ul style="list-style-type: none"> The webinar series, This Way UP, via the Growth Hub had exceeded its expected outcomes and SWLEP was now working with BEIS to see if the programme could be continued. <p>Congratulations were offered to the Local Authorities on the allocations of funding via Future High Streets. There would be a significant amount of money coming into the area. Swindon Borough Council had been allocated £25m to deliver improvements to the town's infrastructure which would lead to an increase in jobs etc. Thanks were offered to SWLEP for its help and support in this project.</p> <p>Wiltshire Council had been provisionally allocated £16.3m for Trowbridge and £9.3m for Salisbury. This was about communities coming back together. The learnings from both of those towns could then be replicated in other market towns throughout Wiltshire.</p> <p>Reports would continue on the Local Growth Fund projects for a further six months, and SWLEP would continue to monitor the outputs for years to come. A workshop was being held in February for Officers to discuss what was needed for reporting in the longer-term. A robust method was needed to track the outputs as most of the projects were back ended.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</p>	
4.3	<p>LGF Finance Report</p> <p>CA spoke to the paper. (The presentation can be accessed via the link below and Slides 3-4 refers.)</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-january-2020-board-slides-ca.pdf?sfvrsn=55a4a389_4</p> <p>All the funding would now be contracted before the deadline of March 2021, with 0.89% currently outstanding. This was excellent work to get to this position and would reflect favourably in SWLEP's Annual Review with BEIS in February.</p> <p>The appearance of the paper would change over the next couple of Board meetings to reflect the inclusion of the Getting Building Fund and more Growth Hub activity.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED this paper as an accurate summary of the current LGF financial position.</p>	
5.0	SWLEP Operations	



Item	Narrative	Deadline
5.1	<p>Chief Executive's report</p> <p>PB spoke to the paper.</p> <p>The Remuneration Committee had met before Christmas to look at the potential pay increases for employees. SWLEP employees were funded from a mix of sources; some from the core budget, and some on time-limited contracts. There was no scope for pay increases for these contracted staff. The Committee considered a cost-of-living increase to core staff and some form of recognition to others. On reviewing the conditions across the country and particularly with SMEs in the region, the Committee had proposed to pay a £200 award to each employee who had been with SWLEP for at least the last six months. The Chief Executive had also been requested to bring a Pay & Reward scheme to the Committee, so employees were rewarded for their efforts.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: AGREED the one-off pay award of £200 per employee, for those employed for at least the last six months.</p> <p>Other items to note in the report:</p> <ul style="list-style-type: none"> • Business Cases for the Carriage Works and Porton Science Park Phase 2 had been put forward for the Getting Building Fund. Both projects were progressing well, and steps were being made to meet the conditions attached to the approval. • SWLEP was working on a bid to link economic development with the improvement of long-term health for those in work. The Health Foundation would be making four £500,000 awards. It was a complex selection process and the Expression of Interest had been issued to partners for comment. It would provide support for training and public health functions. The University of Bath would come up with the methodology to measure progress. We would find out by the Summer if we were successful. Wiltshire Council was to submit by Friday, 29 January. • BEIS Annual Performance Review was to take place on 4 February. This would look at SWLEP's Governance and transparency, Strategy and Delivery. • LEP Network Peer Review was due. Last year SWLEP worked with South East LEP. This year SWLEP had been partnered with the Thames Valley Berkshire LEP. • Skills for jobs White Paper had been published. The intention of the White Paper was to put employers at the heart of skills improvement. The paper had raised issues about how this would be achieved, and which organisations would lead work in an area. <p>The Swindon & Wiltshire Local Enterprise Partnership Board:</p>	



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	NOTED the information included in the four other items in the report.	
5.2	<p>SWLEP Dashboard</p> <p>DH spoke to the paper. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/swlep-dashboard---board-progress-update-jan-2021.pdf?sfvrsn=a072b772_4</p> <p>DH gave a live demonstration of the Dashboard at the Beta stage to the meeting and showed the interactive nature of the product. The aim was for other organisations to be able to make use of the data. Automation of the Dashboard was crucial and was Application Programming Interface (API) enabled. This means that the programming behind the dashboard enables automated access to the sources of data. Making a change to a source of data automatically updates the dashboard. The question was raised as to whether information from other organisations, for example, from the private sector, could be added to the Dashboard. In theory this was possible if SWLEP was comfortable with the reliability and authenticity of the information base.</p> <p>The Directors stated that this would be a valuable resource for SWLEP to chart its progress but also for external organisations to use. It felt that the Performance indicators need better explanation. Directors would be given a link to the Dashboard at the March meeting.</p> <p>Action: DH to note Directors comments and action.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the SWLEP Dashboard as demonstrated.</p>	29 Jan 2021
6.0	Local Industrial Strategy	
6.0	<p>Natural Capital – PhD Study</p> <p>DS spoke to the paper. Dr Maik Schneider introduced the background to the PhD study and Parsa Mohammadpour presented to the meeting on its scope and progress.</p> <p>The presentation can be accessed by using the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/natural-capital-presentation-28-jan-2021.pdf?sfvrsn=4fa7ec21_4</p> <p>There was still scope to add items to the Study and definitions still to be agreed. For example, what was the definition of NetZero? What was the basis for carbon capture? What would be the incentives to change practice? A link had been made to the National Innovation Centre for Rural Enterprise</p>	



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	<p>(NICRE). Its aim was to focus on rural enterprise and the rural economy which was of intrinsic importance.</p> <p>The UK was hosting COP26 this year. This was an opportunity to raise the profile of natural capital. What could SWLEP do practically to assist this process?</p> <p>PWh added that Wiltshire Council was one of the first authorities to announce it would be carbon neutral by 2030. It had already reduced carbon emissions by 80% but admitted that the last 20% would be more difficult. The Council was keen to examine how we change future overall behaviour rather than compensate for that behaviour and was very keen to get involved in the study. Ariane Crampton, Wiltshire Council's Head of Carbon Reduction, was on the call.</p> <p>Action: introductions to be made</p> <p>DR stated that Swindon Borough Council had been on this journey for some time with good examples demonstrating engagement with the green agenda, such as solar farms, changing street and traffic lighting to LEDs and growing more trees etc. In June 2020, the Council had created a new cabinet post for climate change. The biggest issue was behaviour change across the whole borough. Transport and retrofitting housing. LEP could help. Very keen to engage with LEP on this agenda.</p> <p>PWh stated that Wiltshire Council was retrofitting all social/council housing to reach a high green standard, but this was not necessarily just for environmental reasons, but also for financial benefit to tenants. The Council had to protect those on the lowest income.</p> <p>The report would also look at the disenfranchised and the levelling up of society and show the correlation between health and well-being; demonstrate why it was a good thing for people to do. This would be the link to human capital.</p> <p>Updates to the study would be given at future Board Meetings and Directors were keen for this to be at a shorter timescale than the six-month deadline proposed.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the future work programme to deliver the research.</p>	29 Jan 2021
7.0	AOB	
	<p>AG apologised for his late arrival to the meeting but advised that he had just received an Annual Zurich Legend award. Congratulations were offered from the Directors.</p> <p>CA advised the meeting that this Board would be the last one that PV would attend before she took up an economic regeneration role in her home</p>	



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	Authority of Walsall. PV was thanked for her great input and contribution to both Swindon Borough Council and the SWLEP.	
	Date of next meeting	
	Future Meetings Thursday, 25 March 2021 Directors to meet at 9am for the start of the public meeting at 9.30am.	
	Thursday, 27 May 2021 Thursday, 22 July 2021 Thursday, 30 September 2021 Thursday, 25 November 2021 Meetings will be held via video/teleconference until further notice.	
	Close of Part ONE of the meeting at 11.39am	
	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 11.43am	
8.0	Local Industrial Strategy	
8.0	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 12.45pm	

26 March 2021