

# AGENDA

## Board Meeting

**Date:** Thursday, 30 September 2021

**Venue:** Via Video / telephone conferencing using Microsoft Teams link

**Time:** 9.30am - 11am Public Board Meeting  
 11.15am – 12.30pm Part Two of meeting

Membership		Attendance
<b>Board Directors:</b>	Paddy Bradley (PB) Mandy Clarke (MC) Richard Clewer (RC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) - Chair Carole Kitching (CK) Alison North (AN) David Renard (DR) Keeran Vetriko (KV) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW)	✓ Tentative Apologies ✓ Tentative ✓ Apologies Apologies ✓ ✓ ✓ ✓ ✓
<b>Advisors to the Board:</b>	Terence Herbert (TH) Susie Kemp (SK)	
<b>Observers to the Board:</b>	Cllr Pauline Church (PCh) Cllr Gary Sumner (GS)	✓ ✓
<b>In Attendance:</b>	Claire Alexander (CA) Rory Bowen (RB) Tim Burghes (TB) Phil Clement (PC) Sam Fox (SF) Anwen Jones (AJ) / Emily Manser (EM), BEIS Representatives Debby Skellern (DS) Leanne Sykes (LS)	✓ ✓ Tentative ✓ Apologies ✓ ✓ ✓
<b>Guests:</b>	Members of Joint Scrutiny Panel: Cllr J Ali, Swindon Borough Council Andy Hogben and Craig Holmes Cllr Ian Thorn, Wiltshire Council	
<b>Chairman:</b>	Paul Moorby (PJM)	
<b>Minutes:</b>	Deborah House (DKH)	

	<b>9.30am</b>	<b>Start of Public meeting</b>			
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Item	Timing	Topic	Paper No.	Lead	
1.0	9.30 am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.35am	Review of Draft Minutes of public Board Meeting of 22 July 2021.	Paper 2.1	PJM	For approval
2.2		Matters Arising:	Verbal	PJM	
3.0	9.40am	Submitted questions	Paper 3.0	PJM	
4.0	9.45am	Governance Framework annual review 2021	Paper 4.0	DS	For approval
5.0	10am	Chief Executive's report	Paper 5.0	PB	For approval / information
6.0	10.20am	Subgroup updates <ul style="list-style-type: none"> <li>• Skills and Talent</li> <li>• Business Environment</li> <li>• Ideas, Infrastructure and Place</li> </ul>	Verbal update	PB PB SW	For information
7.0	10.50am	Programme Status Report	Paper 7.0	CA	For information
8.0	10.55am	AOB	Verbal	PJM	
		<b>Date of next Board meeting:</b> Thursday, 25 November 2021  9am for Directors only 9.30 – 12.30pm for Public Board Meeting		PJM	
		<b>Future Meeting dates for 2022</b>  Thursday, 27 January 2022 Thursday, 24 March 2022 Thursday, 26 May 2022 Thursday, 21 July 2022 Thursday, 29 September 2022 Thursday, 24 November 2022  All via video / telephone conference until further notice.			
	<b>11am</b>	<b>Close of Part ONE - Public Meeting</b>			
		<b>Comfort Break</b>			
	<b>11.15am</b>	<b>Start of Part Two of meeting</b>			

Item	Timing	Topic	Paper No.	Lead	
		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.			
1.1		Approval of minutes from Part Two of meeting of 22 July 2021		PJM	
1.2		Matters arising			
2.0		Growing Places Infrastructure Fund (GPIF)		PC	
3.0		Business Cyber Centre Mobilisation Update		CA	
	<b>12.30pm</b>	<b>End of Part Two of meeting</b>			

 <b>Swindon &amp; Wiltshire</b> LOCAL ENTERPRISE PARTNERSHIP	<b>Minutes SWLEP Board Meeting</b> <b>Thursday, 22 July 2021</b>
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	<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>	



**Intentionally left blank – questions received from members of the public will be circulated ahead of the meeting.**

<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 30 September 2021		
<b>Subject:</b>	Governance Framework Annual Review 2021		
<b>Attachments:</b>	Appendix 1: SWLEP Governance Structure July 2021 Appendix 2: Working Groups and Engagement Groups July 2021		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	5

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input type="checkbox"/>
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## 1. Purpose

- 1.1. To update the Board on amendments required to the Governance Framework following the issue of the National Local Growth Assurance Framework Guidance.

## 2. Summary

- 2.1. The Governance Working Group has been reconvened to oversee the annual update to SWLEP's Governance Framework. It held its first meeting on 15 September and it will meet monthly through to January 2022 to oversee amendments:
  - 2.1.1. in response to the National Local Growth Assurance Framework Guidance published on 2 September 2021. Any amendments need to be completed by 31 October 2021; and
  - 2.1.2. which may be required following the publication of the LEP Review; date of publication is unknown at the time of writing.

## 3. Recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to:

- 3.1. delegate to the SWLEP Chair the approval of changes required to the Governance Framework to meet the national guidance taking into consideration the advice of the Governance Working Group; and
- 3.2. note that SWLEP's Mid-term Performance Review will be held on 12 October 2021.



#### **4. National Local Growth Assurance Framework Guidance September 2021**

- 4.1. The National Assurance Team undertook governance compliance checks during the summer. As a result:
- 4.1.1. SWLEP now publishes an expense claims report for each Board Director on its website dating back to April 2020. This is in addition to the Gifts and Hospitality register which has been published by SWLEP for some years.
  - 4.1.2. The declaration of acceptance of appointment to the SWLEP Board form will be moved within the Governance Framework from Section C: Conflicts of Interest to Section H: Code of Conduct.
- 4.2. Subsequent to the national checks, revised national guidance was published alongside four exemptions to it, pending the publication of the LEP Review. The key changes to the national framework are set out in Table 1 and the exemptions can be found in Table 2.

**Table 1: Changes to the national framework and action required by SWLEP**

<b>Change to national guidance</b>	<b>Action required on the Governance Framework</b>
1. MHCLG will run LEP performance reviews and the mid-year review made a formal step.	None
2. Processes for the operation of GPIF and the Growth Hub to be included as well as LGF/GBF.	Additional clarification to be added
3. Criteria for scoring funding bids need to be included	Additional clarification to be added
4. CIPFA role: s151 officer needs to give their opinion in advance of decisions being made, not endorse them afterwards	None
5. Pan-geography organisations are included for the first time	None
6. Cities and Local Growth Unit (CLGU) will no longer 'support Board training needs' but they might 'consider' them	None
7. Value for money: Net Present Social Value (NPSV) and Benefit Cost Ratios (BCR) are commonly used, need to in non-monetarised benefits too	Amend references to the Green Book methodology to include the revised Green Book methodology
8. Transport schemes also have to demonstrate a contribution to strategic goals and objectives they achieve not just value for money.	Amend references to the Green Book methodology to revised Green Book methodology
9. Board members signed declaration of acceptance to form part of the Code of Conduct Policy.	Existing form moved within the framework.

**Table 2: Exemptions to the new national guidance**

<b>Exemption</b>	<b>Action</b>
<p><b>1. Appointment Process for Board Members and Chairs</b></p> <p><b>New Exemption 2021:</b> we acknowledge the ongoing government-led review into the role of LEPs. Therefore, there may be circumstances where the board opts to <b>extend or temporarily appoint board members/chairs without needing to proceed to a full recruitment</b>, on the basis a full and open recruitment is conducted after these exceptional circumstances cease. In such circumstances, the LEP must notify the Area Lead, copying in <a href="mailto:localgrowthassurance@communities.gov.uk">localgrowthassurance@communities.gov.uk</a> and providing clear justification for the decision. Any extensions should be within the current financial year only.</p>	None
<p><b>2. LEP Board composition – Chair and Deputy Chair’s term</b></p> <p><b>New Exemption 2021:</b> we acknowledge the ongoing government-led review into the role of LEPs. We hold that these are exceptional circumstances. Therefore, <b>the board may wish to extend a Chair or Deputy Chair beyond normal term</b>. In such circumstances the LEP must notify the Area Lead, copying in <a href="mailto:localgrowthassurance@communities.gov.uk">localgrowthassurance@communities.gov.uk</a> for consent to extend the term.</p>	None
<p><b>3. LEP Board composition – private sector</b></p> <p><b>New Exemption 2021:</b> we acknowledge the ongoing government-led review into the role of LEPs, and this may affect board composition. <b>Therefore, there may be circumstances where the private sector composition is temporarily non-compliant</b>. Should the board composition drop below two-thirds private sector representation, the LEP must notify the Area Lead, copying in <a href="mailto:localgrowthassurance@communities.gov.uk">localgrowthassurance@communities.gov.uk</a>, and providing clear explanation of why representation cannot be maintained.</p>	None
<p><b>4. LEP Board composition – gender balance</b></p> <p><b>New Exemption 2021:</b> we acknowledge the ongoing government-led review into the role of LEPs, and this may affect board composition. <b>Therefore, there may be circumstances where the gender composition is temporarily non-compliant</b>. Should the board composition drop below one-third female representation, the LEP must notify the Area Lead, copying in <a href="mailto:ocalgrowthassurance@communities.gov.uk">ocalgrowthassurance@communities.gov.uk</a> and providing clear explanation of why representation cannot be maintained.</p>	None

4.3. SWLEP’s mid-term review is scheduled for 12 October 2021.



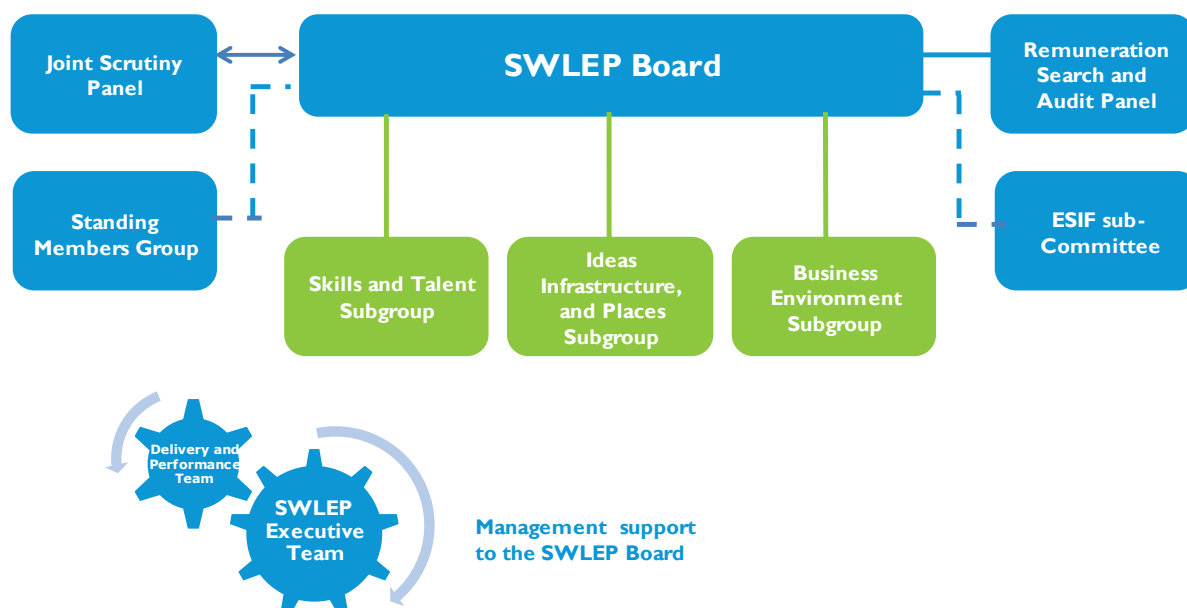
**Swindon & Wiltshire**  
LOCAL ENTERPRISE PARTNERSHIP

**Board Meeting  
30 September 2021  
Paper Number 4.0**

## Appendix I: Governance structure approved July 2021



### SWLEP Governance Structure July 2021





**Swindon & Wiltshire**  
LOCAL ENTERPRISE PARTNERSHIP

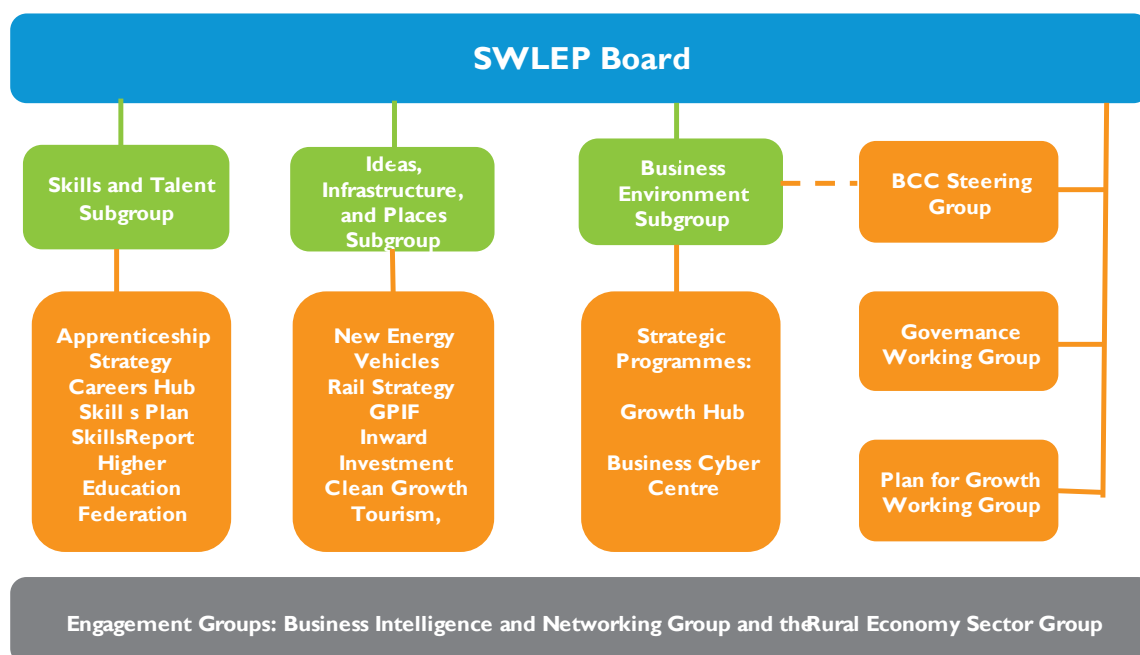
**Board Meeting  
30 September 2021  
Paper Number 4.0**

## Appendix 2: Working Groups and Engagement Groups July 2021



**Swindon & Wiltshire**  
LOCAL ENTERPRISE PARTNERSHIP

### Working Groups and Engagement Groups July 2021



**Gaining insight and involvement from a range of businesses is essential**



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<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 30 September 2021		
<b>Subject:</b>	Chief Executive's Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	4

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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## 1. Purpose

- 1.1. The report enables Board Directors to view a range of issues in one paper, raising items for approval, discussion or noting.

## 2. Summary

- 2.1. The report provides information for the Board on the following items:

- 2.1.1. amendment to the funding agreement with Swindon Borough Council concerning studies to support the re-development of the Honda site;
- 2.1.2. reporting the SWLEP's full accounts for 2020-21 and the linked annual report;
- 2.1.3. update on the national LEP review and associated events;
- 2.1.4. progress on delivering the SWLEP Annual Conference and Expo 2021; and
- 2.1.5. arrangements for the development of the SWLEP Plan for Growth strategy.

## 3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:

- 3.1.1. endorse the change to the funding agreement with Swindon Borough Council, reducing the payment to £200,000 for a transport study into the use of the Honda site;
- 3.1.2. authorise the appointment of Monahans MHA as auditors for the SWLEP's accounts for 2021-22; and
- 3.1.3. note the information included in the other items in the report.

## 4. Detail

### **Funding agreement with Swindon Borough Council concerning the Honda site**

- 4.1. SWLEP originally allocated £250,000 to Swindon Borough Council to fund a study into the effects on the transport system of full occupancy of the Honda site with new owners and also the feasibility of energy generation on or near the site from renewable sources.
- 4.2. The funding was split into £200,000 for the transport study and £50,000 for the energy appraisal.

- 4.3. Panattoni's purchase of the Honda site then raised the issue that the energy study would be subsidising a commercial operation and so not an appropriate use of public funds. The transport study will have wider implications for the benefit of other road users and residents in contrast to the energy study, which would have resulted in a benefit solely to Panattoni and so contravening Subsidy Control (formerly State Aid) rules. Therefore, Swindon Borough Council was unable to progress the energy study.
- 4.4. The funding agreement has now been amended to allocate £200,000 to Swindon Borough Council to carry out the transport study through an accredited contractor. The SWLEP will retain the remaining £50,000 in its Growing Places Infrastructure Fund capital account for future allocation.
- 4.5. The SWLEP Board is requested to endorse this change in the funding agreement.

#### **Reporting the SWLEP's full accounts for 2020-21 and the Annual Report**

- 4.6. On 6 September, the SWLEP Board held an extraordinary meeting to receive the final version of the SWLEP's audited accounts for 2020-21. The SWLEP chose to go beyond the requirement placed upon them and sought an audit to enable the filing of full accounts. Following discussion, the CEO was authorised to sign off the accounts on behalf of the Board.
- 4.7. The process is now complete, and the accounts filed at Companies House.
- 4.8. The accounts were audited by Monahans MHA. Its process was effective and professional.
- 4.9. The SWLEP Board is asked to authorise the appointment of Monahans MHA as auditors for the SWLEP's 2021-22 accounts.
- 4.10. The attention of Directors is drawn to the SWLEP Annual Report, available on the SWLEP website. The 2020-21 accounts and the annual report will be presented and discussed at the Annual General Meeting, which will be held before the end of the financial year at a date to be confirmed.

#### **Update on the national LEP review and associated events**

- 4.11. Activity within the various working groups set up to support the national review of LEPs has largely come to a stop. The LEP review is now bound up in the Government's emerging strategy for levelling-up and the proposed increased devolution through County deals.
- 4.12. All LEPs have received 50% of their core funding, £250,000 in the case of the SWLEP, albeit five months after the start of the financial year.
- 4.13. The determination of the allocation of the remaining £250,000 and the amount of the core funding grant from April 2022 is dependent on a range of factors.
- 4.14. All LEPs are completing and submitting to BEIS by 24 September, a detailed financial analysis of the work of the LEP. This includes:
  - 4.14.1. staffing levels in the first half of the financial year and projected in the second half;

- 4.14.2. a profile of activity undertaken by the LEP using core funding, existing contractual commitments and outcomes achieved or anticipated by the end of the financial year;
- 4.14.3. worst case scenario implications of no further funding in 2020-21 or delayed payment of the second tranche of 2020-21 core funding; and
- 4.14.4. a voluntary submission on sources of other income beyond the core funding.
- 4.15. The appraisal of these returns will be brought into the BEIS Mid-Year Review conversation, scheduled for 12 October.
- 4.16. In addition, the financial position of LEPs based on these data returns will be used to shape the final report of the LEP Review, presuming one is produced, and tied into the Comprehensive Spending Review and Autumn Budget Statement scheduled for 27 October. It is not yet clear whether the LEP Review will have concluded its workings by 27 October and so the uncertain position may continue beyond this date.

### **Progress on delivering the SWLEP Annual Conference and Expo 2021**

- 4.17. The Conference and Expo will take place on 7 October. Its theme is Engage, Evolve, Go! The SWLEP's Co-Deputy Chair, Alison North is the Board Champion for the event and she will open it on behalf of the Board. Paul Moorby, SWLEP Chair will give the closing speech.
- 4.18. The Conference and Expo is a fully digital event and will deliver an exciting programme celebrating the success, tenacity and ambition of our local business community. The interactive Conference and Expo will showcase successful SMEs from our region, consider how our business landscape is changing and enable attendees to learn and gain new ideas. In addition, there will be plenty of opportunity to mix and mingle with other attendees as well as investigate what our region has to offer within the Expo area highlighting the best of Swindon and Wiltshire.
- 4.19. Along with numerous informative workshops delivered by local experts, there will be plenary sessions led by international and award-winning speakers. Dr Nicola Millard, Principal Innovation Partner at BT, researcher and an award-winning presenter, will launch the Conference with a plenary session discussing innovation in both employee and customer experience and consider future strategy to reflect how the world of business and work is evolving. Jim Lawless is the best-selling author of Taming Tigers: Do Things You Never Thought You Could. Having set himself challenging goals such as becoming a winning jockey in less than 12 months to test his own theories for success, Jim is an architect of change and will inspire and empower attendees to take the leap to Engage, Evolve, Go.
- 4.20. All Directors are encouraged to sign up to the event and spread the word about it happening. Please sign up via this link:  
<https://growthhub.swlep.co.uk/events/allevnts/2021/10/07/company-events/swindon-and-wiltshire-local-enterprise-partnership-annual-conference-2021-engage-evolve-go!>



**Arrangements for the development of the SWLEP Plan for Growth strategy**

- 4.21. The Plan for Growth Working Group has been reconvened with Doug Gale as its Chair; it will hold its first meeting on 14 October.
- 4.22. The Working Group will oversee the development of the Swindon and Wiltshire Plan for Growth which will replace the Local Industrial Strategy as the lead strategy document for the LEP.
- 4.23. A forward programme for its production will be developed and shared with the Board; this will include how the three Subgroups will be engaged and consulted as well as external stakeholders and partners.



## **Subgroup updates:**

- **Skills & Talent**
- **Business Environment**
- **Ideas, Infrastructure & Place**

<b>Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 30 September 2021		
<b>Subject:</b>	Programme Status Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Claire Alexander	<b>Total no of sheets:</b> (inc cover sheet)	11

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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## 1. Purpose

- 1.1 Highlight reports are presented to the SWLEP Board to communicate the status of live projects and to demonstrate that projects are being managed in line with the LEP Assurance Framework.
- 1.2 The highlight reports produced for each capital project have been reviewed and approved by the Delivery & Performance Team.

## 2. Summary

- 2.1 There are 26 live projects as summarised below.

Green	Amber Green	Amber Red	Red
16	8	2	0

## 3. LGF Monitoring & Evaluation

- 3.1 BEIS has confirmed that performance data reporting will move from quarterly to bi-annually with the next report due October/November 2021.
- 3.2 LGF funding has now come to an end and projects where LGF funding has been defrayed but the project is not yet complete, will continue to be reported to the Board until they are complete.

**SWLEP Programmes Highlight Report  
Board Meeting 30 September 2021**



LGF Funded Projects							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1617/00 4/CSH	Chippenham Station Hub	WC	13.00	13.00	<b>G</b>	<b>G</b>	GWR and NR are now progressing their elements of the works, with some delays and lift will be operational Autumn 2022, once the safe walking route, part of the GWR works is in place. .
LGF/2020/00 1/J15	M4 Junction 15	SBC	17.5	3.00	<b>G</b>	<b>G</b>	Project continues, delivered by Highways England.
LGF/1516/00 3/EV (iii)	New Eastern Villages - A420 Gablecross	SBC	8.73	4.40	<b>AG</b>	<b>AG</b>	Discovery of uncharted utilities has necessitated additional diversion works and discussions with contractors are taking place with weekend working to maintain overall programme deadline.
LGF/1516/00 3/EV (iib)	New Eastern Villages – West of A419, Nythe and Piccadilly	SBC	3.82	2.93	<b>AG</b>	<b>AG</b>	Due to the discovery of uncharted utilities construction will slip from September to December 2021.
LGF/1718/00 3/CCPM	River Park (Salisbury)	WC	18.0	6.06	<b>AG</b>	<b>AG</b>	Project to be delivered by Environment Agency and remains on track.
LGF/1617/00 3/SRT	Swindon Quality Bus Corridor (Rapid Transit)	SBC	8.92	8.92	<b>AG</b>	<b>AG</b>	Sign off activity in progress for Phase 1 and 3. Phase two almost complete. Some minor works were slightly delayed.

**SWLEP Programmes Highlight Report  
Board Meeting 30 September 2021**



Getting Building Fund (GBF)							
Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GBF/GD 404	Carriage Works (Swindon)	SBC	4.35	4.0	AR	AG	Works contracted, started on site 15 March 2021. Listed Building consent is required for parcel 2 of the works. Additional funding has now been secured.
LEP/GBF/GD 403	Porton Collaborative Innovation Centre	WC	9.26	2.0	G	G	Programme on course with GBF element to be spent prior to 31 March 2022. Works have commenced on site and additional funding due to increase in costs associated with Brexit/Covid has now been secured.
LEP/GBF/GD 401	Business Cyber Centre	SWLEP	4.2	3.7	AG	AR	It is anticipated that the Lease will be completed during September, which is later than planned. The revised lease arrangements will enable SWLEP to undertake the Category A & B works as once package which will assist in clawing back time. The project is still expected to defray GBF funding by March 2022.

**SWLEP Programmes Highlight Report  
Board Meeting 30 September 2021**



**Skills & Enterprise Projects**

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LEP/GEN/001/CEC	Enterprise Advisor Network & Careers Hub	WC & SBC	n/a	n/a	<b>G</b>	<b>G</b>	Continued progress has been made during the period.
LEP/GEN/002/GH	Growth Hub	SWLEP	n/a	n/a	<b>G</b>	<b>G</b>	Good progress has been made during the period. A specialist Green Economy Navigator and a Digital Marketing Apprentice have been appointed. The BEIS mid-year review meeting has now taken place, with excellent feedback and praise received.

# SWLEP Programmes Highlight Report Board Meeting 30 September 2021



Growing Places Infrastructure Fund (GPIF)					
Project Ref	Project Name	Lead	Previous	Current	Notes
LEP/GPIF/003 /RT	Recycling Technologies	SWLEP	AG	AG	£1,035,433 loan in place with repayment to SWLEP by December 2021. Business has requested a delay to repayment schedule.
LEP/GPIF/004 /OW	Our Wilton	SWLEP	AG	AG	£1,250,000 loan in place with repayment to SWLEP by December 2021. There is a repayment risk associated with planning permission of resident flats above the extended training/innovation centre (yet to be built) and this is being monitored.
LEP/GPIF/005 /PRP	PRP Optoelectronics	SWLEP	G	G	£1,140,000 loan in place with repayment to SWLEP by December 2023.
LEP/GPIF/006 /FL	Four Legs Are Better Than Two	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by January 2024.
LEP/GPIF/007 /AE	Autoguide Equipment	SWLEP	G	G	£150,000 loan in place with repayment to SWLEP by December 2024.
LEP/GPIF/008 /ABS	Advanced Biofuel Solutions Ltd	SWLEP	G	AG	£1,250,000 loan in place with repayment to SWLEP by December 2024. There has been some delay to their capital project works as a result of the pandemic and restrictions on overseas contractors attending site.
LEP/GPIF/009 /PP	Potts Partnership	SWLEP	G	G	£276,500.00 loan in place with repayment to SWLEP by June 2024.
LEP/GPIF/010 /CP	Clinical Partners Ltd	SWLEP	G	G	£250,000 loan in place with repayment to SWLEP by June 2024.

## SWLEP Programmes Highlight Report Board Meeting 30 September 2021



LEP/GPIF/011 /CI	Connected ID	SWLEP	<b>G</b>	<b>G</b>	£150,000 loan in place with repayment to SWLEP by October 2023.
LEP/GPIF/012 /BF	The Black Farmer Ltd	SWLEP	<b>G</b>	<b>G</b>	£156,340 loan in place with repayment to SWLEP by April 2026.
LEP/GPIF/013 /PP2	Potts Partnership (2 <sup>nd</sup> Loan)	SWLEP	<b>n/a</b>	<b>G</b>	£472,000 loan in place with repayment to SWLEP by August 2026.
LPE/GPIF/014 /SPL	Simpson-Partners Ltd	SWLEP	<b>n/a</b>	<b>G</b>	£354,450 loan in place with repayment to SWLEP by September 2025.

**SWLEP Programmes Highlight Report  
Board Meeting 30 September 2021**



**Transport – Retained Schemes (DfT)**

Project Ref	Project Name	Lead	Project Cost (£'m)	LGF Grant (£'m)	Previous	Current	Notes
LGF/1516/00 3/EV (v)	New Eastern Villages - White Hart Junction	SBC	30.12	28.20	AR	AR	Carriageway construction programme extended (from summer to autumn) due to results of site investigations of road pavement structure which now necessitates full depth reconstruction of roundabout carriageway.
LGF/1516/00 3/EV (iv)	New Eastern Villages - Southern Connector Road	SBC	30.57	11.60	G	G	£19m of HIF funding has been secured for the scheme. Good progress has been made during the period. Scheme on track to complete August 2022.
LGF/1617/00 2/WI	Wichelstowe Southern Access	SBC	25.86	22.90	G	G	Construction is underway. Various phases now complete. Scheme on track to complete November 2021.

**SWLEP Programmes Highlight Report**  
**Board Meeting 30 September 2021**



Completed Projects				
Project Ref	Project Name	Oversight	Project Cost	LGF Element
LEP/GPIF/001/CAS	Castledown Business Park	WC	GPIF	n/a
LEP/GPIF/002/WG	Woods Group	SWLEP	GPIF	n/a
LGF/1516/003/EV (iia)	New Eastern Villages - Greenbridge Roundabout	SBC	5.34	2.00
LGF/1516/001/A350	A350 Improvement	WC	3.34	1.67
LGF/1516/002/A429	A429 Malmesbury	WC	2.00	1.40
LGF/1516/004/PSP	Porton Science Park	WC	10.10	4.00
LGF/1617/001/A350	A350 Dualling Bypass	WC	7.10	7.10
LGF/1617/007/MH	Mansion House (Corsham)	WC	3.90	2.50
LGF/1617/010/JNC17	M4 J17 Capacity Improvement	WC	1.79	0.50
LGF/1516/005/LSTF	LGF Sustainable Transport Package	SBC	3.75	3.75
LGF/1617/004/CSH	Chippenham Station Hub - Business Case Development	WC	0.35	0.35
LGF/1617/004/CSH	Chippenham Station Hub - Station Improvements	GWR	0.87	0.87
LGF/1516/006/CD	Higher Futures	WC & SBC	n/a	n/a
LGF/1819/004/CCT LGF/1819/003/FSG LGF/1819/002/ILS	Salisbury Recovery Projects	WC	0.85	0.85
LGF/2021/001/ICCE	Innovation Campus for Circular Economy	ICCE Mgt Ltd	0.20	0.20
LGF/1617/011/SCQ	Swindon Cultural Quarter	SBC	0.25	0.25
LGF/1617/009/UFB	Ultra-Fast Broadband	WC	3.00	1.00
LGF/1718/002/WCL	Wiltshire College Lackham	WCL	9.20	8.20
LGF/1718/001/WCS	Wiltshire College Salisbury	WCL	15.30	13.83

**SWLEP Programmes Highlight Report  
Board Meeting 30 September 2021**



LGF1617/008/SBX	Swindon Bus Boulevard	SBC	6.00	3.00

LGF/1516/003/EV (i)	New Eastern Villages - Great Stall Bridge	SBC	Project no longer LGF funded.
LGF/1617/009/YWA	A350 Yarnbrook/West Ashton	WC	Project no longer LGF funded

## Key

### Project Status

	Red	Amber Red	Amber Green	Green
	<b>R</b>	<b>AR</b>	<b>AG</b>	<b>G</b>

See below for RAG rating methodology.

### Milestones

**BLUE** – complete, **GREEN** - on track, **AMBER** - at risk, **RED** – will be late/is late.

## **RAG Rating**

		Impact			
		1 (Low)	2	3	4 (High)
	4 (Likely)				
	3				
	2				
	1 (Unlikely)				

The RAG reporting is based on the composite elements of probability and impact (see chart to the left) and splits into the following categories:

- **GREEN:** Project considered being on track, to time, quality, and cost.
- **AMBER, GREEN:** Project considered at risk of minor to medium impacts on time, scope and/or cost – requires small mitigating action.
- **AMBER, RED:** Project considered at risk of medium to major impacts on time, scope and/or cost – requires mitigating action.
- **RED:** Project considered at serious risk of significant impact on time, scope and/or cost. Immediate mitigating action required.

## RAG Scoring

RAG rating	Cost	Scope	Time
	All funding for overall scheme has been secured and is available to spend as required.	Deliverables and project scope remain unaltered.	Minor project slippage may be present but total project delivery remains on track. <30 days total slippage.
	Extra funding is required for overall project and is expected to be secured shortly (within one month).	Project is experiencing or is expected to experience small changes to scope and outputs delivered.	Project is experiencing or is expected to experience slippage. >30 days but <90days total project slippage
	Extra funding is required for overall project. A funding plan is in place and applications have been made but there is a risk of an unsuccessful bid.	Project is experiencing or is expected to experience major changes to scope and outputs delivered.	Project is experiencing major slippage and is due to deliver the project outputs and outcomes late. >90 days slippage but <six Months total project slippage.
	Extra funding is required for overall project. No funding plan is in place or applications made in order to address funding gap.	Project is experiencing or is expected to experience significant change to scope and outputs delivered.	Project is suffering significant and major delays to delivery. >six Months total project slippage.

## Principles of Overall Project RAG Status

The 'lowest' rating against any of the three areas of Cost, Scope or Time will be used for the overall project.