



	<b>Board Directors:</b> Paddy Bradley (PB) Mandy Clarke (MC) Andrew Gudgeon, OBE (AG) Col Nev Holmes (NH) Paul Moorby, OBE (PJM) - Chair David Renard (DR) Keeran Vetriko (KV) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW)	<b>Board Advisers:</b> None  <b>Observers:</b> Cllr Gary Sumner Cllr Pauline Church – representing Richard Clewer
<b>Apologies:</b>	Richard Clewer (RC) – SWLEP Board Director Doug Gale MBE (DG) – SWLEP Board Director Carole Kitching (CK) - SWLEP Board Director Alison North (AN) - SWLEP Board Director Sam Fox (SF) and Terence Herbert (TH), Wiltshire Council Susie Kemp (SK), Swindon Borough Council	
<b>In attendance:</b>	Claire Alexander (CA) / Phil Clement (PC) / Tom Marshall (TM) / Debby Skellern (DS), SWLEP Chris Parsons (CP), Swindon Borough Council Rory Bowen (RB) / Leanne Sykes (LS), Wiltshire Council Anwen Jones (AJ) and Emily Manser, BEIS representatives	
<b>Guest(s):</b>	George Jeans, Wiltshire Council - member of the SWLEP Joint Scrutiny Panel Andy Hogben, Chem Ring Group – member of the Joint Scrutiny Panel and of SWLEP Limited Members of SWLEP Limited: Toby Howkins YTKO Ltd / Phillip Mills, SWMAS / Anita Gera, Gera Solutions / Andrea Witcombe, NFU / Nir Zlochover, WAC Services	
<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 9.33am and the Chair welcomed attendees. Particular welcome was extended to any members of the public who had joined the meeting, members of the SWLEP Joint Scrutiny Panel and members of SWLEP Ltd.</p> <p>Apologies were noted.</p> <p>PJM reminded attendees of the Conflict of Interests policy and of standing items. No additional conflicts were declared.</p>	



<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 22 July 2021 were reviewed and approved	
<b>2.2</b>	<b>Matters Arising:</b> Matters arising were completed or in train.	
<b>3.0</b>	<b>Submitted Questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>Governance Framework annual review 2021</b>	
	<p>DS spoke to the paper and outlined the process for the review of the SWLEP Governance Framework.</p> <p>Government had released an updated guidance for the National Assurance Framework, the previous iteration of which had been in 2019. The deadline for submitting the revised framework to Government was 31 October 2021.</p> <p>Updates to be included were:</p> <ul style="list-style-type: none"> <li>the provision of a Directors' Expenses Register on the website, and an updated Treasury Green Book methodology.</li> </ul> <p>As the LEP Review had impacted on general governance practices, the rules had been relaxed and there were four exceptions being made:</p> <ul style="list-style-type: none"> <li>Board Director recruitment processes could be relaxed with terms of office for Directors, Chairs and Deputy Chairs, to be extended by one year if necessary;</li> <li>the drive towards gender balance could be lessened; and</li> <li>private sector membership could drop below the required levels.</li> </ul> <p>However, this relaxation could be rescinded depending on the outcome of the LEP Review. Any changes were to be advised to BEIS representatives, but the SWLEP had no plans to take advantage of these rule changes.</p> <p>The Governance Working Group was now established and would meet monthly up to January 2022 or beyond. This was a review in the context of SWLEP's current format. If that were to change as a result of the LEP Review, SWLEP would make additional amendments to reflect that.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: DELEGATED 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</b></p>	



	<b>NOTED that SWLEP's Mid-term Performance Review will be held on 12 October 2021.</b>	
<b>5.0</b>	<b>Chief Executive's report</b>	
	<p>PB presented to the meeting. The presentation can be accessed by following the link below. Item 5.0 - Slides 1-3.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/30-sep-2021/paddy's-reports.pdf?sfvrsn=46f5ec01_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/30-sep-2021/paddy's-reports.pdf?sfvrsn=46f5ec01_4</a></p> <p><b>Amendment to the funding agreement with Swindon Borough Council concerning studies to support the re-development of the Honda site</b></p> <p>£250,000 of LGF capital had been allocated to support the use of the Honda site.</p> <ul style="list-style-type: none"> <li>• £50,000, for a study to look at the use of energy on the site. Once the site had been sold to Panettoni, it was deemed the study would be of benefit to the owner and in breach of Subsidy Control rules. Thus, it was proposed to rescind the allocation of £50,000; and</li> <li>• £200,000 for a Transport Study, to look at the change of use in transport movements around the site. The Study would look to understand the implications on the transport system of potential increased movements and potential need for another exit/entrance at the site and was seen as a benefit to the area as a whole.</li> </ul> <p>Therefore, it was proposed to make an amendment to the funding agreement with Swindon Borough Council, reducing the allocation to £200,000.</p> <p>DR checked that this proposal had been with the engagement and agreement of Council Officers. PB confirmed that it had been made with the agreement of SBC officers.</p> <p>Panettoni was looking to engage with all partners on its environmental plan. SWLEP had offered the company a slot at its conference as part of its consultation process, but as yet no feedback. The meeting was advised that the company was already engaging with local residents and appeared to be doing a good job.</p> <p><b>Reporting the SWLEP's full accounts for 2020-21 and the linked annual report</b></p> <p>The audited accounts had now been filed and were available at Companies House. SWLEP had acted beyond legal requirements.</p> <p>SWLEP proposed that Monahans be re-engaged as the auditors for next year's accounts. The 2021/22 would be published and available by July 2022.</p> <p><b>Progress on delivering the SWLEP Annual Conference and Expo 2021</b></p>	



	<p>PB updated the meeting on the progress of the arrangements for the SWLEP Annual Conference and Expo, detailing the list of speakers and workshops for the day.</p> <p><b>Arrangements for the development of the SWLEP Plan for Growth strategy</b></p> <p>The Plan for Growth contained a strong emphasis on net zero. SWLEP's Local Industrial Strategy would now evolve into its Plan for Growth.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: ENDORSED 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;</b></p> <p><b>AUTHORISED the appointment of Monahans MHA as auditors for the SWLEP's accounts for 2021-22; and</b></p> <p><b>NOTED the information included in the other items in the report.</b></p>	
<b>6.0</b>	<b>Subgroup updates</b>	
	<p>PB spoke to the meeting. The presentation link is as above in Item 5.0. Slides 4-7.</p> <p><b>Skills &amp; Talent Subgroup</b></p> <p>The Chair for this Subgroup was CK, but PB would report in her absence. At the last meeting there was a focus on:</p> <ul style="list-style-type: none"> <li>• the Skills White paper;</li> <li>• an update from the Careers Hub, which was funded from the Careers &amp; Enterprise Company (CEC). Overall performance was good;</li> <li>• the progress of the YourPlacement platform;</li> <li>• an updated Apprenticeship Strategy to increase the uptake in the area with a targeted campaign for employers;</li> <li>• an update on the Institute of Technology; and</li> <li>• an update of SWLEP as a Gateway organisation for the Kickstart scheme.</li> </ul> <p>It was also felt that T-level qualifications should be added to the Apprenticeship Strategy.</p> <p><b>Business Environment Subgroup</b></p> <p>The Chair for this Subgroup was AN, but PB would report in her absence. There were two main elements for the Subgroup to monitor:</p> <p><b>Business Cyber Centre (BCC)</b></p> <ul style="list-style-type: none"> <li>• £3.7m from Government had been allocated to do capital works;</li> <li>• SWLEP had been using £580,000 transferred from LGF to keep work going;</li> <li>• reports on the publicly funded element of the project would be received at the Public Board Meetings;</li> </ul>	



- private sessions of the Board would receive reports on the commercial aspects of the BCC;
- the press and marketing pack were available, but SWLEP was waiting for the landlord to countersign the lease.

**Growth Hub activity**

- the Growth Hub was working well and a recent BEIS review had given the Growth Hub a good evaluation with its performance considered to be good and innovative;
- the Growth Hub was fully integrated into the SWLEP; it was not a separate entity and core funding also helped to support its operations; and
- the Growth Hub's success was in part due to its excellent relationships with councils and chambers etc, by not trying to do everything itself, the business support offered was of good quality.

**Ideas, Infrastructure and Place Subgroup**

SW was the Chair of this Subgroup, and she updated the meeting on the subjects discussed:

- the EU-funded Inward Investment Programme was coming to a close at the end of December 2021;
- Growing Places Infrastructure Fund (GPIF) had issued £8m in loans to 12 projects. Applications were linked to SWLEP's strategic priorities. Oversight would be given by this Subgroup as part of the diligence process;
- SWLEP was working on a its Hydrogen Strategy;
- consultations were open for Net Zero Hydrogen Fund, Hydrogen Business Model and UK Low Carbon Hydrogen Standard and SWLEP was supporting companies to bid;
  - scheme to pilot commercial vehicles along the M4 corridor with hydrogen;
  - green hydrogen vs grey or blue hydrogen;
  - looking into a feasibility study for small scale hydrogen production;
- updates received from SBC and WC on their Levelling Up plans;
- business representatives needed on the group, particular within the transport and utilities sectors;
- new name for the group sought; and
- the Rail Strategy discussion was moved to the next meeting in November.

Items for future meetings included:

- updates on the plans for the Futures High Street Funds for Swindon, Salisbury and Trowbridge;
- electric vehicle charging; and
- Broadband and digital connectivity.



	A specific green day had been planned for COP26. The BEIS representative agreed to make contact with the BEIS colleague leading on hydrogen production.	
<b>7.0</b>	<b>Programme Status report</b>	
	<p>CA spoke to the paper. The slides can be accessed via the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/30-sep-2021/swlep-sept-2021-programme-status-report.pdf?sfvrsn=f37e50f_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2021/30-sep-2021/swlep-sept-2021-programme-status-report.pdf?sfvrsn=f37e50f_4</a></p> <p>Two projects were RAG rated at AmberRed:</p> <ul style="list-style-type: none"> <li>the White Hart Junction, which was an extremely complex Department for Transport retained scheme;</li> <li>and the Business Cyber Centre which was RAG rated AmberRed because the lease had yet to be signed.</li> </ul> <p>Three New Eastern Villages projects for Swindon Borough Council would be completed by the end of the year. These were Department for Transport retained schemes and were very complex. The M4 Junction 15 project had been allocated £3m from SWLEP and SBC was working closely with Highways England.</p> <p>Andy Wallis from Environment Agency was (EA) invited to the Delivery &amp; Performance Team (DPT) meeting with regard to the Riverpark project. It was good to get confidence and assurance from EA and he expressed gratitude for the contribution of £6m from SWLEP towards this project.</p> <p><b>Getting Building Fund</b> Project costs were increasing owing to the increased cost of materials. Additional funds would therefore be required for Porton and the Carriageworks.</p> <p>More information on spend would be available at the November Board Meeting.</p> <p><b>Growth Hub</b> Recently undertook a half year review for Growth Hub. The feedback received had been good.</p> <p><b>SME Competitiveness Programme</b></p> <ul style="list-style-type: none"> <li>Working with YTKO and SetSquared</li> <li>Met with funders recently and discussed the changes with regard to Honda</li> </ul> <p><b>GPIF</b> Two new loans had been issued to Potts Partnership and Simpson &amp; Partners since the last Board Meeting.</p>	<b>Nov 2021</b>



	<p>Agriculture was one business sector which had been hard to reach. A business support package was being put together via Peer Networks to help the agricultural sector. And within Education, the Careers Hub was linking up with schools and colleges on the Hub Incubation Project (HIP) which would track the attitude of girls to maths in Year 7.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</b></p>	
<b>8.0</b>	<b>AOB</b>	
	<p>The Chair added the following link to the chat function with particular reference to Page 35 concerning the Skills Plans.</p> <p><a href="https://western-gateway.co.uk/wp-content/uploads/2021/09/IER2-Report-FINAL.pdf">https://western-gateway.co.uk/wp-content/uploads/2021/09/IER2-Report-FINAL.pdf</a></p> <p>The challenges within the Western Gateway were the Levelling Up agenda; to show that the whole area would gain as part of the Western Gateway, not just the urban centres of Bristol and Cardiff, as the Western Gateway showed massive rural coverage.</p> <p>For future board discussion: The size and impact of the voluntary sector. For example, some charities had significant turnover, and would consider themselves businesses with risks, definitely not amateur and not free and some were also large employers. What else could SWLEP do to assist in raising awareness and helping with skills shortages in this sector? And maintain the collective energy of volunteering since the pandemic?</p>	
	<b>Date of next meeting</b>	
	<p>Thursday, 25 November 2021</p> <p>Directors to meet at 9am for the start of the public meeting at 9.30am.</p>	
	<p><b>Future Meetings</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</p> <p>Meetings will be held via video/teleconference until further notice.</p>	
	<b>Close of Part ONE of the meeting at 10.36am</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</p>	



	the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information	
	<b>Start of Part TWO of the meeting at 11.15am</b>	

**1 December 2021**