

# AGENDA

## Public Board Meeting

**Date:** Thursday, 21 July 2022

**Venue:** online via Teams

**Time:** 9.30am – 11.45am Public Board Meeting

Membership		Attendance
<b>Board Directors:</b>	Paddy Bradley (PB) Mandy Clarke (MC) – Co-Deputy Chair Richard Clewer (RC) Doug Gale, MBE (DG) Andrew Gudgeon, OBE (AG) Paul Moorby, OBE (PJM) – Chair Carole Kitching (CK) Col Gary McDade (GMc) Alison North (AN) – Co-Deputy Chair David Renard (DR) Pam Webb (PWe) Prof Ian White (IW) Suzanne Wigmore (SW)	✓ ✓ ✓  ✓  Apologies  Apologies ✓ Apologies ✓
<b>Advisors to the Board:</b>	Terence Herbert (TH) Susie Kemp (SK)	
<b>Observers to the Board:</b>	Cllr Gary Sumner (GS), representing David Renard	✓
<b>In Attendance:</b>	Richard Bell Rory Bowen (RB) Parvis Khansari (PK) Wiltshire Council Emily Manser (EM) and Jenna Hunt (JH), representatives from Cities & Local Growth Unit Chris Stevens (CS) Victoria Moloney (VM) Debby Skellern (DS) Leanne Sykes (LS)	✓ ✓  ✓ ✓ ✓ ✓
<b>Guests:</b>	Tim Burghes <b>SWLEP Joint Scrutiny Panel</b> Andy Hogben, Chemring - tentative Cllr Oladapo Ibitoye, Swindon Borough Council ✓ Cllr Ian Thorn, Wiltshire Council ✓	
<b>Chair:</b>	Paul Moorby (PJM)	
<b>Minutes:</b>		

9.30am		Start of Public meeting			
Item	Timing	Topic	Paper No.	Lead	
1.0	9.30am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.35am	Review of Draft Minutes of public Board Meeting of 26 May 2022.	Paper 2.1	PJM	For approval
2.2		Matters Arising: <ul style="list-style-type: none"> <li>Draft Delivery Plan: CK commented that Point 1.1 in the pack (Page 7 of the paper) <b>Innovation and infrastructure: Net Zero focus</b> should reflect the work of both the colleges in this space. DS to amend the document to reflect the comment. <b>COMPLETED</b></li> </ul>	Verbal	PJM	
3.0	9.40am	Submitted questions	Paper 3.0	PJM	
4.0	9.45am	Draft Annual Report	Paper 4.0 Presentation	DS	For approval
5.0	10am	Chief Executive's report	Paper 5.0	PB	For approval / information
6.0	10.10am	QI Management Accounts 2022-23	Paper 6.0	PB	For approval
7.0	10.20am	Natural Capital PhD Study	Presentation	PM	For information
8.0	10.45am	Growth Hub Impact Reports	Presentation	CS	For approval
9.0	11.10am	Programme Status Report	Paper 9.0	PB	For information
10.0	11.15am	Subgroup and network group updates <ul style="list-style-type: none"> <li>Skills &amp; Talent</li> <li>Ideas, Infrastructure &amp; Place</li> <li>Business Environment</li> </ul>	Presentation	CK SW AN	For information
11.0	11.30am	AOB	Verbal	PJM	
		<b>Date of next Board meeting:</b> Thursday, 29 September 2022  9am Board Directors only 9.30am Public Board Meeting			



Item	Timing	Topic	Paper No.	Lead	
		<b>Future Meeting dates for 2022</b>  Thursday, 24 November 2022  All via video / telephone conference until further notice.		PJM	
	<b>11.30am</b>	<b>Close of Part One of the meeting</b>			
	<b>11.30am</b>	<b>Comfort Break</b>			
		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.			
	<b>11.45am</b>	<b>Part Two of meeting – Directors only</b>			
	<b>12.30pm</b>	<b>End of meeting</b>			



<b>Attending:</b>	<b>Board Directors:</b> Paddy Bradley (PB) Richard Clewer (RC) Andrew Gudgeon, OBE (AG) Carole Kitching (CK) Col Gary McDade (GMc) Alison North (AN) - Co-Deputy Chair Pam Webb (PWe) Suzanne Wigmore (SW)	<b>Board Advisers:</b> Susie Kemp – Swindon Borough Council  <b>Observers:</b> Cllr Gary Sumner, representing David Renard, Swindon Borough Council
<b>Apologies:</b>	Mandy Clarke (MC) – Co-Deputy Chair / Doug Gale MBE (DG) / Paul Moorby, OBE (PJM) / David Renard (DR) / Prof Ian White (IW) - SWLEP Board Directors Terence Herbert (TH) / Parvis Khansari (PK) and Leanne Sykes (LS) - Wiltshire Council <b>Members of the SWLEP Joint Scrutiny Panel</b> Andy Hogben – ChemRing	
<b>In attendance:</b>	Claire Alexander (CA) / Tim Burghes (TB) / Phil Clement (PC) / Tom Marshall (TM) / Debby Skellern (DS) / Chris Stevens (CS) / Melody Thompson (MT) - SWLEP David Dewart (DD) – Swindon Borough Council Rory Bowen (RB) / Victoria Maloney (VM) / Alison Robinson, representing Leanne Sykes - Wiltshire Council Emily Manser / Jenna Hunt – representatives from Cities & Local Growth Unit	
<b>Guest(s):</b>	<b>Members of the SWLEP Joint Scrutiny Panel</b> Councillor Oladapo Ibitoye and Cllr George Jeans	
<b>Chair:</b>	Alison North (AN)	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Location:</b>	Teleconference online	

Item	Narrative	Deadline
<b>1.0</b>	<b>Welcome / Apologies / Conflicts of Interest / Board resignation</b>	
	<p>The meeting opened at 9.32am and the Chair welcomed attendees. AN would be chairing the meeting today as PJM was overseas attending a Department of International Trade event as a South West Export Champion.</p> <p>Particular welcome was extended to local authority staff and members of the Joint Scrutiny Panel. Apologies were noted.</p> <p>AN reminded attendees of the Conflict of Interests policy and of standing items:</p> <ul style="list-style-type: none"> <li>• PB declared that he had recently been appointed as a Director of ICCE Limited;</li> </ul>	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> <li>MC provided a written statement that she had been appointed to the Board of the Pensions Regulator; and</li> <li>RC declared that he was now Co-president of UK 100.</li> </ul>	
<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 24 March 2022 were reviewed and approved.	
<b>2.2</b>	<b>Matters Arising:</b> None	
<b>3.0</b>	<b>Submitted Questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>SWLEP Ltd Budget 2022/23</b>	
	<p>PB spoke to the paper. He advised the meeting that the budget had been later than normal coming to the Board as SWLEP had been awaiting confirmation from Government on its funding for FY 2022/2023.</p> <ul style="list-style-type: none"> <li>The 2021/22 accounts were about to be independently audited and a report would come to the next meeting in July.</li> <li>SWLEP was taking forward at least £1m into reserves.</li> <li>£400,000 available to develop planning for capital projects.</li> </ul> <p>It was proposed that £100,000 be taken from reserves to offer a similar level of service as previously provided by the Growth Hub. This was because:</p> <ul style="list-style-type: none"> <li>the Growth Hub had 50% reduction in its budget</li> <li>25% reduction in core funding</li> <li>40% reduction in skills and development funding</li> </ul> <p>If SWLEP were to hit its income targets, it would not be necessary to draw on this £100,000 from reserves. There was also estimated staff salary increases within the figures, which would be taken through Remuneration Committee for approval. Staff had not received a pay rise for more than three years.</p> <p>When SWLEP Ltd was established in January 2019, the vast majority of income was from Government sources (90%) and the rest from interest on the GPIF loans. The proportion of Government funding was down to 30% this year and declining. SWLEP was in a strong position and the auditors had not seen anything to suggest otherwise. SWLEP was a going concern with a sound balance sheet.</p> <p>The largest financial risk for the SWLEP was the Business Cyber Centre. An update on progress would be given later in the agenda.</p>	



Item	Narrative	Deadline
	<p>Targets were challenging, aiming for 90% tenancy and 800 people using the event space on the top floor. Our current best estimate is a relatively small negative operating margin by the end of Year 1. 15% of desk space had already been let, and BCC was in advanced discussions with another potential tenant at present.</p> <p>If these targets were not met, SWLEP had sufficient money in the BCC account to cover this. There was also the reclaim pending on VAT and a contingency funding of £500,000 from GPIF which was currently not being used. If this were not needed, it would eventually be returned to GPIF.</p> <p>If there were not enough cyber companies coming forward to make use of the office space, then this could be offered to non-cyber businesses as prime office space. Tenancy off ramps of the building had been negotiated at the outset to take this eventuality into account.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED the budget for 2022-23 as outlined.</b></p>	
5.0	<b>Draft Delivery Plan 2022/23</b>	
	<p>DS presented to the meeting and the presentation can be accessed by following the link:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/draft-delivery-plan-2022-23.pdf?sfvrsn=ef736650_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/draft-delivery-plan-2022-23.pdf?sfvrsn=ef736650_4</a></p> <p>The 2022/23 Delivery Plan was due to be submitted by 22 June. The work had been overseen by a Working Group made up of Board Directors and staff from both Local Authorities. The Plan contained both publicly funded and commercial-funded activity.</p> <p>The 2023/24 Delivery Plan was to be submitted by November 2022. It may need to be amended depending on the Government point of view and reflect the LEP function. Government funding represented only 30% of our income and was declining. The majority of SWLEP activity was not Government funded.</p> <p>CK commented that Point 1.1 in the pack (Page 7 of the paper) <b>Innovation and infrastructure: Net Zero focus</b> should reflect the work of both the colleges in this space.</p> <p><b>Action: DS to amend the document to reflect the comment.</b></p> <p>The risk schedule ran alongside the Plan which was maintained by PB.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED the Delivery Plan 2022/23 and delegated sign off of additional minor amends to the SWLEP Chair if required; and</b></p>	<p><b>May 2022</b></p>



Item	Narrative	Deadline
	<b>NOTED the requirement and timeline to develop and submit the Delivery Plan 2023/24 by November 2022.</b>	
6.0	<b>Chief Executive's report</b>	
	<p>PB spoke to the paper and advised the meeting of the following:</p> <p><b>Directors' appointments</b></p> <p>Keeran Vetriko had resigned from his role on the Board on 14 May 2022 owing to ongoing work commitments and potential Conflicts of Interest. The meeting was advised that his details had been removed from the SWLEP website and Companies House. The following five Directors had expressed their agreement for re-appointment:</p> <ul style="list-style-type: none"> <li>• Mandy Clarke;</li> <li>• Andrew Gudgeon;</li> <li>• Carole Kitching;</li> <li>• Paul Moorby; and</li> <li>• Alison North.</li> </ul> <p>Although Andrew Gudgeon wanted to extend his tenure on the Board, he needed permission from his employer. SWLEP had written a letter to request this, and was awaiting a response.</p> <p>Those present approved the re-appointment of the five Directors and email approval had also been received from three absent Directors.</p> <p><b>Director recruitment campaign</b></p> <p>With the resignation of Keeran Vetriko, the Board stood at 13 Directors, which was below the Board minimum within the Governance Framework. Several Expressions of Interest were held on file, which SWLEP would follow up, but SWLEP would also start a recruitment campaign with the view to drive for 50:50 gender balance on the Board. Currently, this stood at 37%.</p> <p><b>Impact on Twitter and LinkedIn on Business Cyber Centre launch</b></p> <p>PB thanked all for their involvement in social media about the launch of the Business Cyber Centre and commented that the engagement figures were substantial.</p> <p><b>Staffing changes</b></p> <p>SWLEP had continued to work closely with the Western Gateway and DS would be seconded to work on its Governance Framework and to head up its Hydrogen project. Her working structure would be 2.5 days per week for Western Gateway, starting from 1 June through to March 2023, and two days for SWLEP. Her focus for SWLEP would be the Delivery Plan 2023/24, strategic engagement on the SWLEP's future role and maintaining SWLEP's Governance structure but stepping away from other operational activities. .</p> <p>Phil Clement had stepped away from the Inward Investment role because of his work seconded to Gfirst. Melody Thompson had taken on this role and attended the recent UKREiiF conference, bringing back some good contacts.</p>	



Item	Narrative	Deadline
	<p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>APPROVED</b> the extension of service of Directors listed in paragraph 4.2 seeking to continue their terms as Directors for a further three years until July 2025, with the note that Andrew Gudgeon would continue if the appropriate permission had been received;</p> <p><b>NOTED</b> the already submitted resignation of Keeran Vetriko;  <b>AUTHORISED</b> the CEO to commence recruitment of up to five new Board Directors;</p> <p><b>AGREED</b> to the establishment of a task and finish group to oversee the Director recruitment process comprising the Chair, at least on Deputy Chair, one other Director and the CEO;  <b>NOTED</b> the remaining contents of the report.</p>	
7.0	<p><b>Business Cyber Centre (BCC) update</b></p>	
	<p>TM updated the meeting on the progress of the Business Cyber Centre. As this was a public session, no commercially sensitive information would be shared. 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/2022/26-may-2022/20220526---bcc---board-update1.pdf?sfvrsn=8b8ece3_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/20220526---bcc---board-update1.pdf?sfvrsn=8b8ece3_4</a></p> <p>There was a request for Marketing literature for tenancies and events in order that this could be handed out as appropriate to contacts. The Venue page on the website was being built into a brochure and would be issued when available.</p> <p>The Cyber Cluster was in receipt of funding from UKC3 this year, but it was anticipated that this may decrease over time. So, the BCC was already looking for sponsors. Directors were requested to extend the invitation to their list of contacts interested in cyber to join the cluster, with participation in the Cluster Steering Group aimed at cyber businesses only.</p> <p>General thanks were extended to all those involved in bringing the Business Cyber Centre to successful launch, including Chris Crowther for bringing the Be'er Sheva model to SWLEP's attention and to Claire Alexander on the initial stages of finding the building and setting out the outline and focus for the concept.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>NOTED</b> the progress to date.</p>	
8.0	<p><b>Growth Hub update</b></p>	



Item	Narrative	Deadline
	<p>CS spoke to the paper and areas discussed were as follows:</p> <p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• 2,200 businesses were supported in both the digital and physical space.</li> <li>• 3-6 hours support of medium intensity with businesses that were more engaged and looking for support for further growth.</li> <li>• Businesses were supported on Start-ups, Scale ups, Scopes 1, 2 and 3 of the green economy, and via webinars on subjects such as Data solutions and Health &amp; Wellbeing on managing change.</li> </ul> <p><b>Financial position</b></p> <ul style="list-style-type: none"> <li>• Two Growth Hub programmes were not able to drawdown their full allocation of funding in 2021-22 owing to several significant factors:               <ul style="list-style-type: none"> <li>○ of the ten cohorts outlined via Peer Networks, only three had been successfully delivered involving 35 businesses;</li> <li>○ for this reason, we were not able to draw down the full amount of funding;</li> <li>○ ERDF SME Competitiveness programme had been drafted pre-pandemic and involved physical delivery using room space, materials, etc.</li> <li>○ As this was not possible during COVID, funds had been re-profiled, and a change request authorised to June 2023;</li> </ul> </li> <li>• The overall salaries' budget was down as recruitment for small gaps in staffing had been postponed.</li> <li>• To compensate, joint work had been undertaken with Carbon-Lens, Team Doctor and Mintivo via webinars.</li> <li>• Of the £462,000 core budget there was an underspend of 7p only!</li> </ul> <p><b>Looking ahead</b></p> <ul style="list-style-type: none"> <li>• The Growth Hub's funding was down by 50% this financial year.</li> <li>• In order to avoid retracting the reach of the Growth Hub, the intention was to form a sub brand called Growth Hub+, dependent on BEIS sign off.</li> <li>• This would mean paid-for business support services via B2B working in partnership with Chambers of Commerce, BIDs, and Local Authorities and Business to Consumer support for intermediate and advance level interventions</li> <li>• The basic level of support which is funded by Government would remain free to businesses.</li> <li>• Growth Hub+ would also involve a membership option, which would give exclusive digital content, resource bank etc.</li> <li>• The paid-for workshops and webinars would generate additional income.</li> <li>• A Working Group had been established and we were in discussions with Rika Digital about the presentation of the Growth Hub+ offering on our website.</li> </ul>	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> <li>The paid-for support services would be available to businesses outside the Swindon &amp; Wiltshire area as there would be no geographical limits with delivery.</li> <li>The funded support would be for businesses only within the Swindon &amp; Wiltshire area.</li> <li>Publication was expected late June / early July on both the Wavehill independent Evaluation and our own Impact reports.</li> </ul> <p>Although no Business Intelligence report was now required to be submitted to BEIS, the Growth Hub would continue to produce it as it was deemed an informative resource for Board Directors and local MPs.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board NOTED the contents of the paper.</b></p>	
<b>9.0</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/2022/26-may-2022/swlep-may-2022-board-slides-ca.pdf?sfvrsn=f0ce642_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/swlep-may-2022-board-slides-ca.pdf?sfvrsn=f0ce642_4</a></p> <p>Comments made were:</p> <ul style="list-style-type: none"> <li>the two GPIF projects RAG-rated at Amber Red would be discussed later in Part Two of the Board Meeting;</li> <li>Local Growth Fund reporting via the Highlight Reports was now finished, although output reporting would continue bi-annually through to March 2025;</li> <li>Getting Building Fund (GBF) reporting had been extended to 2025;</li> <li>the GBF funding of the Business Cyber Centre was fully defrayed;</li> <li>the GBF element of the Porton Science Park Phase 2 had been fully defrayed;</li> <li>the Carriage Works projects had been more severely affected by the pandemic and we had to make use of the Freedoms and Flexibilities provided by BEIS to instigate a capital swap. The project was RAG-rated at Amber Red status; and</li> <li>the DfT retained scheme, Southern Connector Road, would be completed by 2023 and would be reported by exception. Its project status was RAG-rated at RED, but this was usual for this type of scheme until it had been completed.</li> <li>Thanks were extended to the Section 151 Team.</li> </ul> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</b></p>	
<b>10.0</b>	<b>Subgroup updates</b>	



Item	Narrative	Deadline
	<p>AN spoke to the meeting. The Business Environment Subgroup was the only one of the Subgroups that had met in this reporting cycle. The meeting had already heard the updates from the Growth Hub, the Business Cyber Centre and the Delivery Plan earlier in the agenda. The report to the Board included written updates from the Skills &amp; Talent and Infrastructure, Ideas and Places Subgroups.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board NOTED the information presented in this update.</b></p>	
<b>11.0</b>	<b>Green hydrogen generation feasibility study</b>	
	<p>DS spoke to the paper.</p> <p>Funding had been secured from the South West Net Zero Hub (South West Energy Hub as it was called at the time of the allocation of the funding) for a feasibility study to be carried out into the viability of the solar array at Wroughton to produce green hydrogen using electrolysis. This study had been completed in March 2022. The report was 140 pages of calculations and detailed views which concluded that production of green hydrogen was viable with input from the grid in winter months. It also detailed the equipment required and the cost of buying and ongoing maintenance.</p> <p>The Science Museums Group as owners of the Wroughton site had embraced the study and was looking at it as a commercial opportunity, using the energy outputs from the Wroughton site to decarbonise the whole of its estate. A Business Case would be going to the Trustees in the autumn.</p> <p>Various funding strands had been announced in April 2022. It was deemed that Strand 3 would be the most appropriate one to work towards and this was expected in July 2022 and run by BEIS. A Working Group would be established for the Science Museums Group in which the Net Zero Hub and SWLEP would play a part.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the completion of the feasibility study; NOTED the business case development work being progressed by the Science Museum Group; and note the timeline for the hydrogen funding calls.</b></p>	
<b>12.0</b>	<b>AOB</b>	
	None.	
	<b>Date of next meeting</b>	
	<p>Thursday, 21 July 2022 – to be held via video/teleconference</p> <p>Directors to meet at 9am</p>	



Item	Narrative	Deadline
	start of the public meeting at 9.30am.	
	<b>Future Meetings</b>  Thursday, 29 September 2022 Thursday, 24 November 2022  Meetings will be held via video/teleconference unless otherwise advised.	
	<b>The meeting closed at 11am</b>	

Draft

**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 – Thursday, 21 July 2022		
<b>Subject:</b>	Annual Report 2021/22		
<b>Attachments:</b>	None		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	2

<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 the production of the Annual Report 2021/22

## 2. Summary

- 2.1. Work is well underway on the design for the annual report to meet the publication deadline of 31 July 2022.
- 2.2. The annual report has been compiled using information and case studies produced across SWLEP's delivery programmes.
- 2.3. SWLEP's financial audit is also well underway, and a summary of the accounts will be included within the report alongside a link through to the full report of accounts published at Companies' House.
- 2.4. At the time of writing, the content of the annual report is still being finalised. Directors will be able to see a presentation of the close-to-finalised report at the meeting.

## 3. Recommendations

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

- 3.1. delegate to the SWLEP Chair the authorisation to sign off the final version of the Annual Report 2021/22.

## 4. Detail

- 4.1. The Annual Report comprises the following sections:

1. Foreword from the Chair
2. Note from the CEO



3. The year in review 2021/22
  4. Projects and Investments: Getting Building Fund
  5. Growing Places Infrastructure Fund
  6. Financial statement 2021/22
  7. Skills and Talent
  8. Business Environment
  9. Ideas, Infrastructure and Places
  10. Accountability and transparency
  11. Looking ahead
  12. Get involved
  13. Contact us
- 4.2. At the time of writing, we are in the final drafting stage, ensuring consistency and design and adding any missing content.
- 4.3. Directors will be able to see a presentation of the close-to-finished report at the Board meeting.



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<b>Report 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, 21 July 2022		
<b>Subject:</b>	Chief Executive’s Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	3

<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. Board Director resignation – Pam Webb has resigned, and today’s meeting is her last as a director.
- 2.2. Update on recruitment of new directors – process underway, with the application window open through to early September, enabling appointment in time for the September Board meeting.
- 2.3. Create Growth Programme – this is a government-funded programme for which we are allowed to bid. Its purpose is to provide support to high growth potential SMEs in the creative industries sector.
- 2.4. Staff relocation to BCC from DMC and change of business registration address – staff will move out of Digital Mansion Corsham and move into the Business Cyber Centre whilst we work to fill all the space available. The move will help to create a busier atmosphere at the BCC and save us circa £15,000 a year in rent.
- 2.5. The audit of the 2021-22 accounts is proceeding as planned. Directors will receive a copy as soon as they are available.

### 3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:
  - 3.1.1. acknowledge Pam Webb’s service as a director of the Board with a vote of thanks; and
  - 3.1.2. note the remaining contents of the report.

#### **4. Detail**

##### **Board Director Resignation**

- 4.1. Pam Webb is resigning as a director of SWLEP Ltd. Her last meeting is today, 21 July 2022. Pam is taking up a role as the voluntary sector representative on the Integrated Care System Board for the Bath, Swindon, and Wiltshire area. Pam has been working on integrated care issues for a while and this new appointment is in recognition of the work she has done on behalf of the voluntary sector within this arena. She has indicated she will not be able to contribute to both roles and her day job and so has reluctantly decided to resign from SWLEP Ltd. Pam has been an active member of the Board and her contributions to debates and willingness to participate in Board activity will be sorely missed. The Board is asked to recognise Pam's membership of the Board with a vote of thanks.

##### **Update on recruitment of new Board Directors**

- 4.2. The process is underway with the application window open through the summer. The aim is to interview by mid-September to enable proposed appointments to be put before the Board at the meeting on 29 September. We are committed to attaining a 50:50 gender split on board membership by 2023 and so this target will be part of determining the candidates to put forward to the Board for ratification.

##### **Create Growth Programme**

- 4.3. We have submitted a bid to the Department of Digital, Culture, Media and Sport to operate a business support programme targeted at enterprises in the creative industries sector who demonstrate high-growth potential.
- 4.4. There are 3,040 creative industries businesses employing 18,000 people in Swindon and Wiltshire, with identified clusters of enterprises in Swindon and Salisbury specialising in advertising, architecture, gaming and software and publishing. Trowbridge is one of 47 nationally recognised creative industries clusters.
- 4.5. We have joined with Gfirst LEP and the West of England Combined Authority in expressing a wish to have a regional collaboration to deliver a programme. To be realistic, we are likely to need to operate on a regional level to be able to be part of the Create Growth Programme.

##### **SWLEP staff relocation to the Business Cyber Centre and change of registered business address**

- 4.6. We are holding two leases for office space. These are two rooms at the Digital Mansion Corsham (DMC) and the whole of the Business Cyber Centre (BCC).
- 4.7. We need to add to the atmosphere of the BCC by increasing the number of people who use it daily. Therefore, the staff of SWLEP have moved into the BCC building and we have given notice on our tenancy at DMC.
- 4.8. The notice period will expire in August. We will sell off the furniture used at DMC. In the meantime, the move to BCC is operating with immediate effect with staff expected to spend most of their week at BCC rather than at home. We also expect Mondays and Fridays to be incorporated into the work schedules too.
- 4.9. The reaction of the staff has been very positive as the BCC is a popular work venue.



- 4.10. The registered address of SWLEP Ltd is DMC and so as part of the relocation, we will change the registered address of the business to the BCC.

**2021-22 audited accounts**

- 4.11. The audit is proceeding and it is anticipated we should receive a completed copy of the accounts by the end of July.
- 4.12. It has been too early to include it as an item supported by a report at this Board meeting.
- 4.13. As was the case last year, I will issue the audited accounts by email to Directors as soon as they are available.



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 21 July 2022		
<b>Subject:</b>	Q1 Management Accounts 2022-23		
<b>Attachments:</b>			
<b>Author:</b>	Paddy Bradley	<b>Total no of sheets:</b>	3

<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. To provide the Board with the detail of income, costs and operating margins for Q1 (April to June) in the financial year 2022-23.

## 2. Summary

- 2.1. This paper provides a summary position of the budget versus actual income and expenditure for Q1 2022-23.
- 2.2. Our accounts show a negative position in Q1 due to income not received as anticipated when the budget was set. This is a procedural issue rather than a fundamental problem and so the positive budget position will be achieved albeit later in the year.
- 2.3. We are managing the excess of expenditure over income using existing funds in our current account, which is standing at £860,000 in credit.
- 2.4. Our overall financial position remains sound.

## 3. Recommendations

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

- 3.1. note the Q1 Management Accounts 2022-23.

## 4. Detail

- 4.1. In Q1, our confirmed income is £242,282 against a budgeted income of £1,134,071. This significant drop is caused by not receiving five large separate sources of income which we would reasonable assume due in Q1 of the financial year.
- 4.2. The missing income comes from LEP Core Funding, Growth Hub Core Funding, interest from GPIF loans, Skills Advisory Panel funding and VAT returns for the BCC.

**BUDGET**

	Income				
	Q1	Q2	Q3	Q4	Year
	Apr-Jun 2022	Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Year 2022/2023
LEP (Core and Other LEP)	250,797	288,648	30,148	200,027	769,620
GPIF	144,319	152,875	153,184	147,107	597,485
Skills and talent	0	26,000	0	26,000	52,000
Cyber Cluster	48,806	14,116	15,941	16,904	95,768
Growth Hub (Core, plus and SME Comp)	189,808	228,735	133,235	248,735	800,514
BCC	500,341	288,815	322,267	375,082	1,486,505
<b>TOTAL</b>	<b>1,134,071</b>	<b>999,189</b>	<b>654,776</b>	<b>1,013,856</b>	<b>3,801,892</b>

**ACTUALS**

	Income				
	Q1	Q2	Q3	Q4	Year
	Apr-Jun 2022	Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Year 2022/2023
LEP (Core and Other LEP)	95,716				95,716
GPIF	0				0
Skills and talent	0				0
Cyber Cluster	13,750				13,750
Growth Hub (Core, plus and SME Comp)	134,029				134,029
BCC	(1,213)				(1,213)
<b>TOTAL</b>	<b>242,282</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242,282</b>

- 4.3. Expenditure in Q1 in all areas was below the budget profile. The figure for the BCC is overall revenue spend. In addition there was a capital expenditure of £198,484 which is covered by the Getting Building Fund grant of £3.7m. Elsewhere in the meeting, we note the additional financial provision made in the BCC programme to cover the anticipated financial loss in year one of operation.
- 4.4. Revenue expenditure overall was £141,502 below budget forecast as we have modified plans awaiting the income due to us.

4.5. We can anticipate a noticeable increase in income in Q2 across the range of programmes in the SWLEP.

**BUDGET**

	Expenditure				Year	
	Q1 Apr-Jun 2022	Q2 Jul-Sep 2022	Q3 Oct-Dec 2022	Q4 Jan-Mar 2023	2022/2023	Year 2022/2023
LEP (Core and Other LEP)	269,630	222,670	137,070	114,993		744,364
GPIF	9,583	9,583	9,583	0		28,749
Skills and talent	6,500	6,500	19,500	19,500		52,000
Cyber Cluster	49,595	14,616	16,441	17,404		98,055
Growth Hub (Core, plus and SME Comp)	175,277	175,350	200,373	205,378		756,378
BCC	161,662	233,487	242,162	242,464		879,775
<b>TOTAL</b>	<b>672,246</b>	<b>662,206</b>	<b>625,129</b>	<b>599,739</b>		<b>2,559,321</b>

**ACTUALS**

	Expenditure				Year	
	Q1 Apr-Jun 2022	Q2 Jul-Sep 2022	Q3 Oct-Dec 2022	Q4 Jan-Mar 2023	2022/2023	Year 2022/2023
LEP (Core and Other LEP)	210,868					210,868
GPIF	7,174					7,174
Skills and talent	1,854					1,854
Cyber Cluster	19,586					19,586
Growth Hub (Core, plus and SME Comp)	162,529					162,529
BCC	128,732					128,732
<b>TOTAL</b>	<b>530,744</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>530,744</b>



## **Presentation**

# **Natural Capital PhD Study**



# **Presentation**

## **Growth Hub**

### **Impact Reports**

<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, 21 July 2022		
<b>Subject:</b>	Programme Status Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Claire Alexander	<b>Total no of sheets: (inc cover sheet)</b>	5

<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 Capital Projects are no longer reporting, with the exception of financial performance reporting for the Carriage Works Phase 2b project, where under permitted Freedoms & Flexibilities, capital funds were moved into the year 2022/23. Q1 figures for the period April to June 2022 inclusive will be reported at the September Board meeting.

## 2. Summary

- 2.1 There are twenty-three live projects as summarised below.

Green	Amber Green	Amber Red	Red
<b>21</b>	<b>0</b>	<b>2</b>	<b>0</b>

## 3. Growing Places Infrastructure Fund (GPIF)

- 3.1 The Board are asked to note four new loans during the period and that two existing loans are marked as 'Amber-Red', with both organisations working to repay their loans against revised extension dates.

<b>Skills &amp; Enterprise Projects</b>					
<b>Project Ref</b>	<b>Project Name</b>	<b>Lead</b>	<b>Previous</b>	<b>Current</b>	<b>Notes</b>
LEP/GEN/001/CEC	Enterprise Advisor Network & Careers Hub	WC & SBC	<b>G</b>	<b>G</b>	Continued progress has been made during the period.
LEP/GEN/002/GH	Growth Hub	SWLEP	<b>G</b>	<b>G</b>	Continued progress has been made during the period.

<b>Growing Places Infrastructure Fund (GPIF)</b>					
<b>Project Ref</b>	<b>Project Name</b>	<b>Lead</b>	<b>Previous</b>	<b>Current</b>	<b>Notes</b>
LEP/GPIF/003/RT	Recycling Technologies	SWLEP	<b>AR</b>	<b>AR</b>	£1,035,433 loan in place with repayment to SWLEP by December 2021, now extended to December 2023.
LEP/GPIF/004/OW	Our Wilton	SWLEP	<b>AR</b>	<b>AR</b>	£1,250,000 loan in place with repayment to SWLEP by December 2021, now extended to August 2022.
LEP/GPIF/005/PRP	PRP Optoelectronics	SWLEP	<b>G</b>	<b>G</b>	£1,140,000 loan in place with repayment to SWLEP by December 2023.
LEP/GPIF/006/FL	Four Legs Are Better Than Two	SWLEP	<b>G</b>	<b>G</b>	£150,000 loan in place with repayment to SWLEP by January 2024.
LEP/GPIF/007/AE	Autoguide Equipment	SWLEP	<b>G</b>	<b>G</b>	£150,000 loan in place with repayment to SWLEP by December 2024.

LEP/GPIF/008/ABS	Advanced Biofuel Solutions Ltd	SWLEP	<b>G</b>	<b>G</b>	£1,250,000 loan in place with repayment to SWLEP by December 2024.
LEP/GPIF/009/PP	Potts Partnership	SWLEP	<b>G</b>	<b>G</b>	£276,500.00 loan in place with repayment to SWLEP by June 2024.
LEP/GPIF/010/CP	Clinical Partners Ltd	SWLEP	<b>G</b>	<b>G</b>	£250,000 loan in place with repayment to SWLEP by June 2024.
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>G</b>	<b>G</b>	£472,000 loan in place with repayment to SWLEP by August 2026.
LEP/GPIF/014/SPL	Simpson-Partners Ltd	SWLEP	<b>G</b>	<b>G</b>	£354,450 loan in place with repayment to SWLEP by September 2025.
LEP/GPIF/015/NEG	Nationwide Engineering Group Ltd	SWLEP	<b>G</b>	<b>G</b>	£2,000,000 loan in place with repayment to SWLEP by October 2026.
LEP/GPIF/016/CP2	Clinical Partners (2 <sup>nd</sup> Loan)	SWLEP	<b>G</b>	<b>G</b>	£1,050,000 loan in place with repayment to SWLEP by December 2025.
LEP/GPIF/017/SL	Seamach Ltd	SWLEP	<b>G</b>	<b>G</b>	£150,000 loan in place with repayment to SWLEP by September 2026.

LEP/GPIF/018/WD	Wylve Distillery	Phil Clement	n/a	<b>G</b>	£500,000 loan in place with repayment to SWLEP by May 2027.
LEP/GPIF/019/CT	Carbon ThreeSixty	Phil Clement	n/a	<b>G</b>	£1,054,500 loan in place with repayment to SWLEP by April 2027.
LEP/GPIF/020/MB	Moulton Bikes	Phil Clement	n/a	<b>G</b>	£350,000 loan in place with repayment to SWLEP by April 2027.
LEP/GPIF/021/WH	Westwire Harnessing	Phil Clement	n/a	<b>G</b>	£150,000 loan in place with repayment to SWLEP by March 2026.

**Key**

Project Status

	<b>Red</b>	<b>Amber Red</b>	<b>Amber Green</b>	<b>Green</b>
	<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.



## **Subgroup updates:**

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