



Attending:	Board Directors: Paddy Bradley (PB) Mandy Clarke (MC) – Co-Deputy Chair Doug Gale MBE (DG) – joined at 10.48am online Col Gary McDade (GMc) Paul Moorby, OBE (PJM) – Chair, online David Renard (DR), online Pam Webb (PWe) Prof Ian White (IW) Cllr Laura Mayes – representing Richard Clewer	Board Advisers: None Observers: None
Apologies:	Richard Clewer (RC) / Andrew Gudgeon, OBE (AG) / Carole Kitching (CK) / Alison North (AN) - Co-Deputy Chair / Keeran Vetriko (KV) / Suzanne Wigmore (SW) - SWLEP Board Directors Terence Herbert (TH) and Leanne Sykes (LS) - Wiltshire Council Cllr Gary Sumner, Observer for Swindon Borough Council Members of the SWLEP Joint Scrutiny Panel Cllr Richard Britton and Cllr George Jeans - Wiltshire Council	
In attendance:	Claire Alexander (CA) / Tim Burghes (TB) / Phil Clement (PC) – arrived 10.20am / Tom Marshall (TM) online / Debby Skellern (DS) - SWLEP Rory Bowen (RB) / Parvis Khansari (PK) – left 10.50am / Victoria Maloney – Wiltshire Council Emily Manser – representative from Cities & Local Growth Unit	
Guest(s):	Lauren Newby and Melisa Wickham of Hatch Sarah Pearce / Amy Wetherill - SWLEP Sandeep Joy Innovate 2 Grow, Observer Members of SWLEP Limited James Slade and Ben Powell from IMSM	
Chair:	Mandy Clarke (MC)	
Minutes:	Deborah House (DKH)	
Location:	Assembly Room, Town Hall, St John's Street, Devizes and conference call	



Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board Appointment	
	<p>The meeting opened at 10.05am and the Chair welcomed attendees. MC explained that she would be chairing the meeting today as both PJM and DR were suffering from COVID and would be joining the meeting online.</p> <p>Particular welcome was extended to Col Gary McDade to his first public meeting as a Board Director, Cllr Laura Mayes who was representing the Leader of Wiltshire Council, Cllr Richard Clewer, local authority staff and members of SWLEP Ltd.</p> <p>TB was thanked for offering his technical support for the meeting.</p> <p>Apologies were noted.</p>	
Item	Narrative	Deadline
	<p>MC reminded attendees of the Conflict of Interests policy and of standing items.</p> <p>None were declared for this agenda.</p>	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 27 January 2022 were reviewed and approved.	
2.2	<p>Matters Arising:</p> <p>All matters arising were completed or ongoing.</p>	
3.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
4.0	Swindon and Wiltshire Local Economic Assessment	
	<p>DS introduced the item giving the background and reasoning for the Swindon and Wiltshire Local Economic Assessment (LEA). This would be taken forward to the Plan for Growth Working Group.</p> <p>The meeting was joined online by two members of Hatch, consultants undertaking the LEA, Lauren Newby and Melisa Wickham, who presented the results of their findings. The presentation can be found by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-mar-2022/lep-board-presentation-24-3-22.pdf?sfvrsn=74984e2b_4</p>	



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	<p>In summary, the presentation identified the following analysis of the productivity and outputs of the Swindon and Wiltshire economy:</p> <ul style="list-style-type: none"> • Swindon and Wiltshire generated over £21bn worth of goods and services in 2019, making a substantial economic contribution to the South West region (15%) underscoring the importance of the SWLEP area as a major economic driver in the region; • Swindon and Wiltshire Growth Zones were the key drivers of economic growth in the SWLEP area accounting for over four fifths of total output; • output growth in Swindon and Wiltshire had been strong, outstripping growth in the South West over the last two decades, though this growth had been predominantly led by growth within Swindon specifically; • Manufacturing, Real Estate and Retail collectively contributed a third of total GVA, a sectoral mixed economy would ensure reasonable degrees of economic resilience to sector specific shocks, though it was necessary to consider the vulnerability of the retail sector in light of shifts to e-commerce; • the most significant losses to the economy due to COVID-19 were experienced in the Accommodation and Food and Administrative Support sector. This was unsurprising given the face-to-face nature of these sectors. Supporting these sectors to build back would be a crucial element of the recovery the economy; and • the Swindon & Wiltshire LEP area had a small productivity gap with England, though within the SWLEP area there was strong productivity, above England levels, in Swindon. <p>Hatch was thanked for the presentation and the Chair opened the meeting for discussion.</p> <ul style="list-style-type: none"> • There was a shared belief that the home working trend would continue with many employers embracing a hybrid working pattern. There were discrepancies across the area in this regard, with fewer people as a proportion of the population working from home in Swindon than in Wiltshire, in part due to the differences in the nature of employment. • The current volatile situation for energy supplies in the world and the UK's drive to Net Zero did provide opportunities to develop UK-based energy production. This would create a demand for greater skills and more jobs in the green economy, as well offering alternative employment to compensate for the 1 in 5 jobs being impacted by the need to decarbonise. • The Office for Budget Responsibility forecast that business confidence would be back to pre-COVID levels by the middle of the decade. • The difference between productivity levels in Swindon compared to Wiltshire warrants close attention, as did the level of take up and achievement of apprenticeships throughout the area. <p>Directors agreed that the evidence indicated the SWLEP was not on the same level as our comparator LEPs. We had slipped behind and to prevent</p>	



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	further slippage we needed to use the information to develop targeted interventions. This work will be picked up in the SWLEP's Delivery Plan (our business plan).	
5.0	Chief Executive's report	
	<p>PB spoke to the paper and advised the meeting of the following:</p> <ul style="list-style-type: none"> hydrogen generation - as a fuel for the future for transport and energy storage. SWLEP would be in a position to discuss further opportunities at the next meeting; and the business support figures provided were surpassing their targets. <p>IW commented that University of Bath was looking to lead on hydrogen research and thanked the SWLEP for its support.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p>	
6.0	Business Cyber Centre (BCC) update	
	<p>TM spoke to the paper and updated the meeting on the progress of the Business Cyber Centre. As this was a public session, no commercially sensitive information would be shared.</p> <p>Budget</p> <ul style="list-style-type: none"> Defrayment of £3.7m from Getting Building Fund of which £1.8m had already been paid out The BCC had applied for £1.5m repayment from the Accountable Body, Wiltshire Council As the project was working in arrears, this did impact on cash flow. The BCC had moved to submitting claims every two weeks to mitigate the impact. there had been delays to the works, such as the signing of the lease, which had stalled the refurbishment pushing takeover of the building into April As the Getting Building Fund monies had to be spent by the end of March 2022, SWLEP had reached agreement with the Section 151 Officer of the Accountable Body to forward fund any goods and services. This was a process accepted by BEIS and met our funding requirements. <p>Cyber cluster</p> <ul style="list-style-type: none"> The first meeting of the Swindon and Wiltshire Cyber Cluster was scheduled for 24 May. Brea Woods would start in her new role with effect from 1 April. a programme of events with high quality speakers was tied into our application as part of the funding from UKC3 and was currently being worked up. 	



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	<p>Launch event</p> <ul style="list-style-type: none"> Scheduled for 10 May Over 100 invitations had been issued with over 60 acceptances so far. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the progress to date and in particular the need to have forward funding secured to maintain a reasonable cash flow.</p>	
7.0	Q1-Q4 2021-22 Budget Report	
	<p>PB spoke to the paper and advised the board on the status of the Q1-Q4 2021-22 Budget. Key points made were:</p> <ul style="list-style-type: none"> the figures are estimate to the end of March; turnover had significantly increased since incorporation; because of the uncertainty of the future of LEPs, three members staff had left, which had led to reduced salary costs; there had been great work on Kickstart with 110 young people placed; 2022/23 – EU-funded SME Competitiveness programme covered some salary costs; and twice net gain from last year representing 19% of annual turnover. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the Q1-Q4 2021-22 Budget Report.</p>	
8.0	Programme Status Report	
	<p>CA spoke to the paper. The slides can be accessed via the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-mar-2022/swlep-march-2022-board-slides-ca.pdf?sfvrsn=de3c31b8_4</p> <p>CA advised the meeting that the report would continue to shorten as LGF projects were finalised. With the Getting Building Fund programme, key points were are follows:</p> <p>Porton</p> <ul style="list-style-type: none"> Good progress was being made and all funds had been fully drawn down. Due to open in the Autumn. <p>Carriageworks</p> <ul style="list-style-type: none"> This project had suffered the most during COVID. As it was a listed building there had been delays of materials being provided by specialist suppliers. It would complete in Autumn. 	



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	<ul style="list-style-type: none"> The project would be making use of the Freedom and Flexibilities provided by BEIS and as of 23 March, arrangements were now in place. Thanks were extended to the Section 151 Team. <p>Southern Connector Road This project was a £20m DfT Retained scheme and had been delayed owing to ecological and archaeological assessments.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p>	
9.0	Subgroup updates	
	<p>Updates from the Subgroups were given and the link to the presentation can be found below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-mar-2022/subgroup-updates.pdf?sfvrsn=8cd14229_4</p> <p>Ideas, Infrastructure and Place Subgroup (Slides 2-5) SW was the Chair of this Subgroup, and in her absence, PW updated the meeting on the subjects discussed.</p> <ul style="list-style-type: none"> Prof Maik Schneider from University of Bath had now joined the group as an academic technical advisor and was also the PhD Supervisor for the Natural Capital project We were still unsure how the Shared Prosperity Fund (SPF) would work British Business Bank (BBB) had £200m for the southwest SWLEP had offered to facilitate some workshops on SPF to work with potential bidders The group was grateful for the Levelling up papers prepared by DS A presentation was received from Rory Bowen of Wiltshire Council on Towns Fund and Future High Streets Fund projects, as well as a presentation on partnership working for place for Trowbridge and Salisbury Innovate UK presented on its upcoming Action Plan, with a budget of £600m. Updates received on the Innovation Centre for Applied Sustainable Technologies (iCAST) and the Innovation Campus for the Circular Economy (ICCE) An update about the hydrogen project at Wroughton Inward Investment programme drawing to a close and the Growing Places Infrastructure Fund (GPIF) <p>Skills & Talent Subgroup (Slides 6-8) CK was the Chair of this Subgroup, and in her absence PB updated the meeting on the subjects discussed:</p>	



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	<ul style="list-style-type: none"> the theme of a previous meeting had been green skills and jobs and in this latest meeting a summary of responses was provided; <ul style="list-style-type: none"> a Task & Finish Group would be established with volunteers from the Subgroup to look at the potential increase in job opportunities within the green economy sector; a plan of action would be presented to the Board in July; Apprenticeships. Hydrogen work – the machinery being used for the improvements along the A303 could be hydrogen fuelled. Lead to good opportunities on apprenticeships the Association of Colleges had produced a Climate Change Roadmap detailing what was needed. This was going to be used as part of the work on green skills; Labour Market Intelligence (LMI) was produced every month; The Institute of Technology (IoT) was nearing completion and there was a call for IoTs to be granted Royal Charter status; the Skills Bill was going through parliament and would be enacted in the Autumn. SWLEP had recently received confirmation from DfE that £55,000 would be provided for further work, like Skills Plans; the Careers Hub was doing well and was ranked 5th best performing in the country; an update on the next wave of Digital Bootcamps; a status update on the Shared Prosperity Fund; and in the Spring Statement the Chancellor stated government would be relooking at the Apprenticeship Levy as the current system had not worked well. <p>Business Environment Subgroup (Slides 9-11) The Chair for this Subgroup was AN. In her absence IW updated the meeting on the subjects discussed which included:</p> <ul style="list-style-type: none"> the monitoring of the Business Cyber Centre progress and Growth Hub activity; IW paid tribute to TM and colleagues on the work they did to get the project this far and the Swindon & Wiltshire Cyber Cluster would be important going forward; the Growth Hub had 103 Kickstart placements; the Growth Hub was one of the highlights of the SWLEP and its figures had been well above target; it was now undergoing an independent evaluation; the conflict in Ukraine could well be affecting business more than we expected, so we were looking to carry out a survey; the Business Environment Subgroup welcomed the links with the Skills & Talent Subgroup with regard to green skills and proposed an Institute of Green Skills. 	
10.0	Business Action Plan Q3	



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	<p>DS spoke to the paper and the headline report. SWLEP was on track in many of the areas. The paper was taken as read and no further questions were raised.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the progress made during Quarter 4 of the financial year 2021-22.</p>	
11.0	AOB	
	None.	
	Date of next meeting	
	<p>Thursday, 26 May 2022 – to be held via video/teleconference</p> <p>Directors to meet at 9am start of the public meeting at 9.30am.</p>	
	<p>Future Meetings</p> <p>Thursday, 21 July 2022 Thursday, 29 September 2022 Thursday, 24 November 2022</p> <p>Meetings will be held via video/teleconference unless otherwise advised.</p>	
	The meeting closed at 11.32am	

Alison North

26 May 2022