



<b>Attending:</b>	<b>Board Directors:</b> Paddy Bradley (PB) Ramona Derbyshire (RD) Doug Gale MBE (DG) Andrew Gudgeon, OBE (AG) Tom Harrison (TM) Col Gary McDade (GMc) Paul Moorby, OBE (PJM) Alison North (AN) - Co-Deputy Chair David Renard (DR) / Suzanne Wigmore (SW)	<b>Board Advisers:</b> Terence Herbert (TH) – apologies Susie Kemp (SK) - apologies  <b>Observers:</b> None
<b>Apologies:</b>	<b>SWLEP Directors</b> Mandy Clarke (MC) - Co-Deputy Chair / Richard Clewer (RC) / Carole Kitching (CK) / Mark Matthews (MM) / Basit Mohammed (BM) / José St Clair (JSC) / Prof Ian White (IW) <b>Swindon Borough Council</b> Richard Bell (RB) <b>Wiltshire Council</b> Parvis Khansari (PK) / Leanne Sykes (LS)	
<b>In attendance:</b>	<b>SWLEP staff</b> Tim Burghes (TB) / Tom Marshall (TM) / Amanda Peach (AP) / Debby Skellern (DS) / Charlotte Skinner (CSk) / Chris Stevens (CS) / Rachel Sweet (RS) <b>Wiltshire Council</b> Rory Bowen (RB) / Victoria Moloney (VM) / Alison Robinson (AR), representing Leanne Sykes  Jenna Hunt (JH) and Emily Manser (EM) – representatives from government's Cities & Local Growth Unit (a joint department unit between BEIS and DLUHC).	
<b>Guest(s):</b>		
<b>Chair:</b>	Paul Moorby (PJM)	
<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 9.31am and the Chair welcomed attendees to the public meeting of the Swindon &amp; Wiltshire Local Enterprise Partnership Ltd.</p> <p>Apologies were noted. Welcome was extended to BEIS representatives, and SWLEP staff who were observing today.</p>	



Item	Narrative	Deadline
	No further conflicts of interest were noted in addition to those already registered by directors.	
<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 29 September 2022 were reviewed and approved.	
<b>2.2</b>	<b>Matters Arising:</b> Matters arising were completed or in train.	
<b>2.3</b>	The minutes of the Board Meeting held on 9 November 2022 were reviewed and approved.	
<b>2.4</b>	<b>Matters arising:</b> Matters arising were completed, in process or on the agenda.	
<b>3.0</b>	<b>Board Director membership update</b>	
	<p>Welcome was extended to the new Directors on their first full Board Meeting since appointment. Those at the meeting explained that the recent induction process had been both friendly and welcoming with lots of information to absorb about the organisation.</p> <p>With the recent recruitment, PB explained the ratio split of males to females on the Board in order to comply with the National Assurance framework. The percentage had dropped below the minimum required of 33% female to 67% male representation for the first time in a number of years. Within COVID restrictions the government had given some leeway on the makeup of the Board but had asked for it to be advised if there were any issues. For this reason, PB had informed the BEIS representative of the current makeup of the Board. PB recommended to start another recruitment process in the Spring. The prime consideration for SWLEP, as agreed by the Board, was to attract potential Directors with the necessary skills and experience, not necessarily just for gender balance.</p> <p>A request was made for more face-to-face meetings to give the Board a chance to get together and function better. The challenge was however, that virtual meetings were better attended overall. The intention was to hold at least two meetings a year which were face to face.</p> <p>The Chair advised the meeting that Mandy Clarke had decided to step down from the Board. She had taken on an additional appointment and felt she could no longer continue to give SWLEP the time and attention it deserved. SWLEP would like to thank Mandy for helping to move the Business Cyber Centre into operational mode and for her passion as a supporter of that project. As Co-deputy Chair, she had also stepped into meetings when the</p>	



Item	Narrative	Deadline
	Chair was not available. It had been a pleasure to work with her and we were going to miss her alternative views and challenges.	
<b>4.0</b>	<b>Submitted questions</b>	
	No submitted questions had been received for this agenda.	
<b>5.0</b>	<b>Chief Executive's Report</b>	
	<p>PB spoke to the paper and presented to the meeting. The presentation can be accessed by following the link below:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/ceo-boardmtg-241122.pdf?sfvrsn=516ddf58_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/ceo-boardmtg-241122.pdf?sfvrsn=516ddf58_4</a></p> <p><b>Governance Framework (Slides 3-6)</b> PB highlighted requested amendments to the SWLEP's Assurance Framework of October 2021 which included:</p> <ul style="list-style-type: none"> <li>to remove the Standing Members' Group and ESIF Committee from the structure;</li> <li>to change the deadline for the Annual Report and audited accounts from July to 30 September; and</li> <li>to change the date of existing policies to November 2022.</li> </ul> <p>EM had no immediate concerns with the amendments suggested. Government was looking to update the national assurance framework, but the direction was for light touch. When this was finalised, SWLEP would need to review its own Assurance Framework.</p> <p><b>Action: SWLEP Ltd to communicate to members of SWLEP Ltd the change to deadline dates for the production of the Annual Report and audited accounts.</b></p> <p>In addition to the changes for the Governance Framework written in the paper, PB advised also of an amendment regarding business continuity. When the CEO was away, delegated authority passed to a member of the Executive Team and two named people were nominated. With Claire Alexander's departure Charlotte Skinner, Head of Resources, was now to be one of the nominated staff authorised to sign off up to £25,000 in cases of emergency, outside of agreed budget expenditure.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: AGREED to change the deadline for the Annual Report and audited accounts to 30 September each year; AGREED to remove the Standing Members' Group from the governance structure;</b></p>	<b>Dec 2022</b>



Item	Narrative	Deadline
	<p><b>AGREED to remove the European Structural Investment Fund (ESIF) Committee from the governance structure;</b>  <b>AGREED to maintain the SWLEP's existing Governance Framework policies and to change the date on them to November 2022;</b>  <b>NOTED that a Governance Review will be required once national guidance is published.</b></p> <p><b>Growing Places Infrastructure Fund (Slides 7 and 8)</b></p> <p>The GPIF Working Group met to review applications on the run up to Board Meetings. Should any new Directors wish to join this group, then to please let us know.</p> <p>SWLEP was suggesting the implementation of an administration fee when loan applications were successful. The reasons for this were two-fold. Firstly, it was hoped that this would produce better applications for businesses which were genuinely serious about obtaining the loan, and secondly, it was a means to recoup some of the costs for legal fees. Previously SWLEP had absorbed this cost. The cost would be a percentage of the loan value and would increase if security were also needed but would in any case be a minimum of £3,000. Administration fees were considered to be normal within the commercial environment.</p> <p>The question was raised as to whether this would discourage any applicants we might otherwise have considered, such as community interest companies for example. In response, PB explained that SWLEP would review on a case-by-case basis. In fact, most applications were from limited companies, and we had only ever received one from a community interest company. However, we would track the potential impact and adjust if necessary.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>APPROVED the charging of an administration fee with loans that are successful, calculated as a percentage of the loan applied for, with additional costs according to the level of security provided and a minimum fee of £3,000;</b></p> <p><b>Working groups to develop the SWLEP's Commercial Strategy (Slides 9 and 10)</b></p> <p>PB outlined the process for developing the SWLEP's Commercial Strategy. The Task &amp; Finish Groups would be divided across three themes:</p> <ul style="list-style-type: none"> <li>• Business Support;</li> <li>• the Business Cyber Centre (BCC); and</li> <li>• the next capital project.</li> </ul> <p>It was hoped that each of the groups would meet once before 12 January. Afterwards, a further meeting of each would then take place and the draft</p>	



Item	Narrative	Deadline
	<p>would be submitted for the Board Meeting in March. Several Directors offered to be involved across the specific themes.</p> <p><b>AGREED to the establishment of three task and finish groups (Business Cyber Centre, Business Support, Next Capital Project); and</b></p> <p><b>Directors were asked to volunteer to join the task and finish groups.</b></p>	
<b>6.0</b>	<b>Delivery Plan 2022/23 progress report</b>	
	<p>CSk presented the table in the paper to the meeting highlighting the targets and outcomes for the Quarter July to September 2022. In particular, the production of Labour Market Intelligence (LMI) was mentioned which was currently RAG-rated at AMBER. This was because there had been a break in publication owing to resource constraints. LMI databases had been purchased and SWLEP was now looking to publish again.</p> <p>It was suggested that the absolute values were shown on the table but did not clearly demonstrate the delivery against the forecast on the route towards the final target.</p> <p><b>Action: PB and CSk to look at different ways of reporting, taking into account comments made.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Ltd Board: NOTED the contents of the report.</b></p>	<b>Jan 2023</b>
<b>7.0</b>	<b>Programme Status Report</b>	
	<p>PB spoke to the paper on the status of the projects and programmes. In particular, he highlighted the status of three GPIF loans:</p> <ul style="list-style-type: none"> <li>• Recycling Technologies (RT) which was at RAG-rating RED because the company had recently gone into administration. It would remain at RED until we knew the decision from the administrators; and</li> <li>• Our Wilton which was RAG-rated RED. The company had managed to re-finance with a bank and the land rights had been sorted out. The agreement was just waiting for a wet signature on the contract, and SWLEP was hopeful of receiving re-payment next week. As this matter had taken so long to sort out, SWLEP had added a year's worth of interest to the loan repayment; and</li> <li>• ABSL, which was RAG-rated at AMBERRED, would shortly move to RAG-rating GREEN as it had now received its capital investment. But SWLEP would maintain a watching brief.</li> </ul> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Ltd Board: NOTED the contents of the report.</b></p>	
<b>8.0</b>	<b>Business Support update</b>	



Item	Narrative	Deadline
	<p>CS spoke to the paper and presented to the meeting on the three themes offered under business support. The presentation can be accessed via the link below:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/swlep-board-update---business-support-nov-2022.pdf?sfvrsn=2fb10d30_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/swlep-board-update---business-support-nov-2022.pdf?sfvrsn=2fb10d30_4</a></p> <p><b>Growth Hub (Slide 2)</b> Key highlights included:</p> <ul style="list-style-type: none"> <li>• Growth Hub Impact Report and Wavehill Evaluation published;</li> <li>• Project Change Request to formalise output reduction within ERDF SME Competitiveness Project to be submitted; and</li> <li>• Growth Hub Plus target of £70,000 unlikely to be reached by end of FY 2022/23.</li> <li>• three core themes were finance, digital capability and skills, supplemented recently by decarbonisation;</li> <li>• Growth Hub Plus model would not focus on the number of hours of support like the government model;</li> <li>• SWLEP had to be careful on its pricing framework and offer for the paid for service into the market; and</li> <li>• micro businesses would continue to receive the free support.</li> </ul> <p><b>Growing Places Infrastructure Fund (GPIF) (Slide 3)</b> Key highlights included:</p> <ul style="list-style-type: none"> <li>• 26 loans across 23 business totalling £17.8m;</li> <li>• no further loans available until spring as capital distributed; and</li> <li>• Recycling Technologies going into administration with potential loss to SWLEP of £935,000. Awaiting outcome of process to understand full impact.</li> </ul> <p><b>Inward Investment (Slide 4)</b> Key highlights included:</p> <ul style="list-style-type: none"> <li>• the ERDF Invest in Swindon &amp; Wiltshire project's website would be integrated with SWLEP official site; and</li> <li>• despite the project's end, SWLEP continued to co-ordinate Requests for Information with Local Authority partners, received from Department for International Trade (DIT).</li> </ul> <p>The question was raised about the map of support showing provision outside the boundaries of the Swindon and Wiltshire area. This was collated through registrations for support, but the Growth Hub encouraged them to engage with their own local Growth Hubs.</p> <p>Comments were made in support of the opportunity within the Growth Hub Plus model to develop key performance indicators representative of our</p>	



Item	Narrative	Deadline
	commercial strategy and the needs of customers rather than rigid definition of low, medium and high-level contact.  <b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</b>	
<b>9.0</b>	<b>Subgroup and network group updates</b>	
	<p>PB introduced the item and handed over to the Chairs of the Business Environment and Ideas, Infrastructure &amp; Place (IIP) Subgroups.</p> <p>The presentation can be accessed by following the link below:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/subgroup-updates-24-nov-22-boardmtg.pdf?sfvrsn=b6f55bcf_4">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/24-nov-2022/subgroup-updates-24-nov-22-boardmtg.pdf?sfvrsn=b6f55bcf_4</a></p> <p><b>Business Environment Subgroup (Slide 2)</b> AN spoke to the meeting. At the next meeting the group would review how it has functioned as a group and what it has achieved against its priorities. This would ensure we were moving in the right direction and make any appropriate changes necessary.</p> <p><b>Action: PB and AN to hold conversation offline.</b></p> <p>The engagement groups Business Intelligence &amp; Network Group (BING) and Rural Economy Sector Group (RESG) fed into the Business Environment Subgroup.</p> <p><b>Ideas, Infrastructure &amp; Place Subgroup (Slide 3)</b> SW spoke to the meeting and highlighted progress on the Natural Capital PhD project and the ongoing meetings regarding Freight &amp; Logistics at a national level. It was particularly pleasing to see the progress being made for Swindon's projects, such as the Health Hydro, Kimmerfields and the Cultural Quarter.</p> <p><b>Skills &amp; Talent Subgroup (Slides 4 and 5)</b> In CK's absence, PB spoke to the meeting. A key part of the last meeting was a presentation by Business West regarding the development of the Local Skills Improvement plans (LSIPs). Business West is the Employer Representative Body designated by the DfE to develop a LSIP for our area and we will be working with them closely over the next few months. Other highlights were the ongoing uptake of the Apprenticeship Campaign, the SWLEP Computer Coding Challenge due to launch soon and the research projects undertaken by the Careers Hub.</p>	<b>Jan 2023</b>
<b>10.0</b>	<b>AOB</b>	
	<b>Future funding</b>	



Item	Narrative	Deadline
	The Chair advised that the new financial year would start on 6 April 2023, and we were hoping for clear financial direction of travel from government. BEIS was working hard on our behalf to give LEPs some certainty about their future funding.	
	<b>Date of next meeting</b>	
	Thursday, 26 January 2023 - to be held via video / teleconference  Directors to meet at 9am start of the public meeting at 9.30am.	
	<b>Future Meetings for 2023</b>  Thursday, 30 March Thursday, 25 May Thursday, 20 July Thursday, 28 September Thursday, 23 November  Meetings will be held via video / teleconference unless otherwise advised. The AGM will be held in person; the exact date yet to be decided.	
	<b>The meeting closed at 11.15am</b>	

**Approved  
26 January 2023**