

CEO Report
SWLEP Board
24 November 2022

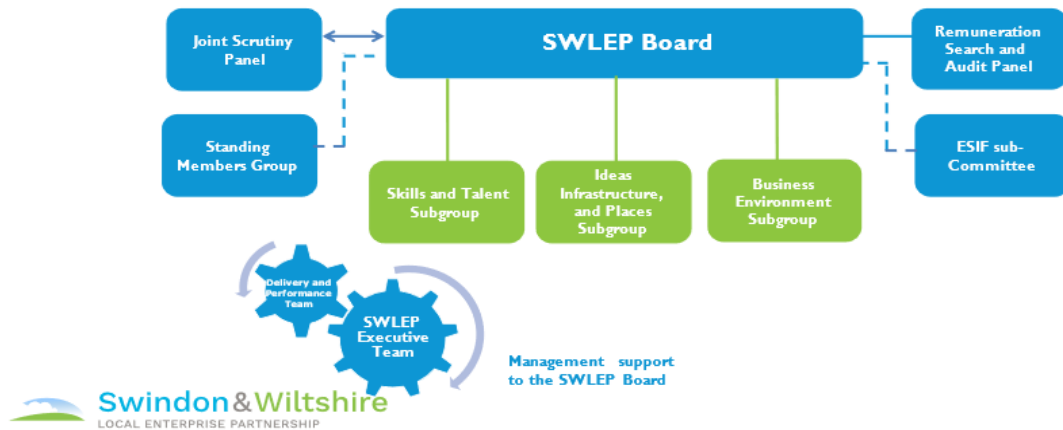


Areas for discussion and approval

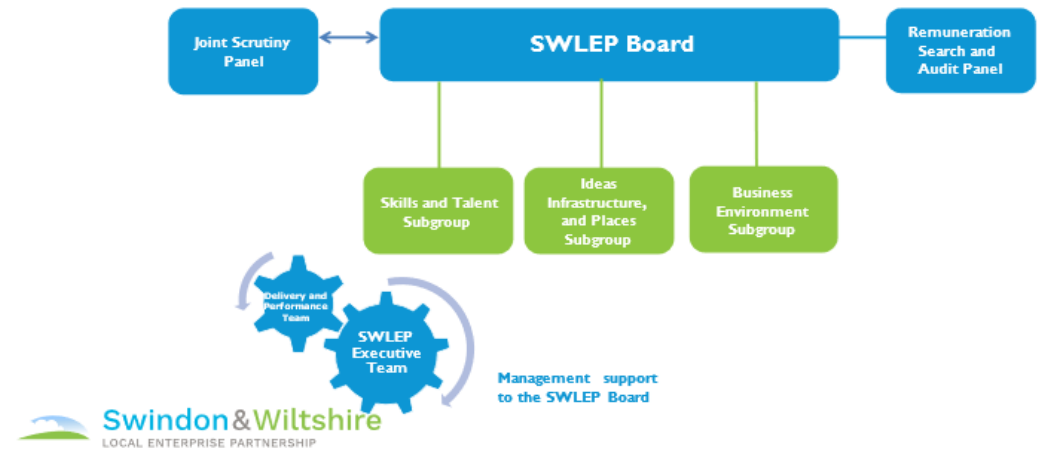
- **Governance Framework** - the Board is asked to approve:
 - some changes which include the removal of groups from the structure which have not met for an extended period.; and
 - a new element not included in the Board paper concerning delegated authority;
- **GPIF**
 - approval of an administrative charging mechanism;
- **SWLEP Commercial Strategy**
 - Invitation to directors to join task and finish groups.

Governance Framework

Governance Structure, Oct 2021



Draft Governance Structure, Nov 2022



Governance Framework - recommendations

The Swindon & Wiltshire Local Enterprise Partnership Board is asked to agree to:

- change the deadline for the Annual Report and audited accounts to 30 September each year;
- remove the Standing Members' Group from the governance structure;
- remove the European Structural Investment Fund (ESIF) Committee from the governance structure;
- maintain the SWLEP's existing Governance Framework policies and to change the date on them to November 2022;
- note that a Governance Review will be required once national guidance is published.

Governance Framework – additional item

- For business continuity reasons, there should be two members of the Executive with the delegated authority of the CEO in their absence.
- Since the departure of the Director of Programmes and the removal of the post from the staff structure, there has only been one, the Director of Strategy and Policy.
- The Head of Resources has become the third signatory for the bank account and it is proposed that this is also reflected in the Finance and Commissioning Policy.

This is the paragraph from the Governance Framework to be amended

- Subject to paragraph 4, the following persons may incur or authorise any one-off item of expenditure up to the value of £25,000 which does not fall within paragraphs 1 or 2 but which relates to the management of the SWLEP or activities within the SWLEP's Role and Governance Principles, without prior authorisation or approval from the Board or any other person:
 - a. the SWLEP CEO, or
 - b. in the absence of the CEO, as their delegate, the Director of Programmes or the Director of Strategy and Policy.

Governance Framework - recommendation

The Swindon & Wiltshire Local Enterprise Partnership Board is asked to agree that:

- The Governance Framework Finance and Commissioning Policy is amended replacing the Director of Programmes with the Head of Resources in terms of delegated authority for the CEO in their absence up to a spend value of £25,000.

Growing Places Infrastructure Fund (GPIF)

- The GPIF Working Group proposes charging a set-up fee and is seeking Board support.
- The aim is to strengthen the pipeline of bids being received, with applicants knowing that there is a cost associated with successful bids.
- The fees received would also contribute to the costs of the programme; primarily legal fees in drawing up the pre-requisite loan agreement and, where necessary, putting in place security. Where no security is required, the legal fees are typically £1,500. This could be nearer £5,000 if security is needed.
- As a guide the set-up fee would be in the region of 2-3% of the loan value if no security is required.
- If security is required, then a quotation from our legal advisers will be sought ahead of a fee being put to a prospective applicant. Fees are then proportionate to the costs involved.

GPIF recommendation

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

- approve the charging of an administration fee, 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

Developing the SWLEP's Commercial Strategy

Initial discussions have led to a proposal to establish task and finish groups to look at commercial developments in the following areas:

- Business Cyber Centre;
- Business Support; and
- The next capital project.
- The intention is that the groups develop ideas for consideration by the whole Board taking into account that our overall strategic direction is provided by the SWLEP's Local Industrial Strategy. The starting point is to define the SWLEP's commercial intentions over the next five years through to 2028.
- It is envisaged the task and finish groups will meet twice before the SWLEP Board meeting on 30 March 2023 at which the Board will be provided with the commercial plan for approval.

Developing the SWLEP's Commercial Strategy - recommendation

The Swindon and Wiltshire Local Enterprise Partnership Board is asked to:

- agree to the establishment of three task and finish groups (Business Cyber Centre, Business Support, Next Capital Project); and
- Directors are asked to volunteer to join the task and finish groups.