



Attending:	Board Directors: 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)	Board Advisers: Susie Kemp – Swindon Borough Council Observers: Cllr Gary Sumner, representing David Renard, Swindon Borough Council
Apologies:	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 Members of the SWLEP Joint Scrutiny Panel Andy Hogben – ChemRing	
In attendance:	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	
Guest(s):	Members of the SWLEP Joint Scrutiny Panel Councillor Oladapo Ibitoye and Cllr George Jeans	
Chair:	Alison North (AN)	
Minutes:	Deborah House (DKH)	
Location:	Teleconference online	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board resignation	
	<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"> • PB declared that he had recently been appointed as a Director of ICCE Limited; 	



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	<ul style="list-style-type: none"> MC provided a written statement that she had been appointed to the Board of the Pensions Regulator; and RC declared that he was now Co-president of UK 100. 	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 24 March 2022 were reviewed and approved.	
2.2	Matters Arising: None	
3.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
4.0	SWLEP Ltd Budget 2022/23	
	<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"> The 2021/22 accounts were about to be independently audited and a report would come to the next meeting in July. SWLEP was taking forward at least £1m into reserves. £400,000 available to develop planning for capital projects. <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"> the Growth Hub had 50% reduction in its budget 25% reduction in core funding 40% reduction in skills and development funding <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>	



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	<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>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the budget for 2022-23 as outlined.</p>	
5.0	Draft Delivery Plan 2022/23	
	<p>DS presented to the meeting and the presentation can be accessed by following the link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/draft-delivery-plan-2022-23.pdf?sfvrsn=ef736650_4</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) Innovation and infrastructure: Net Zero focus should reflect the work of both the colleges in this space.</p> <p>Action: DS to amend the document to reflect the comment.</p> <p>The risk schedule ran alongside the Plan which was maintained by PB.</p> <p>The Swindon & 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</p>	May 2022



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	NOTED the requirement and timeline to develop and submit the Delivery Plan 2023/24 by November 2022.	
6.0	Chief Executive's report	
	<p>PB spoke to the paper and advised the meeting of the following:</p> <p>Directors' appointments</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"> • Mandy Clarke; • Andrew Gudgeon; • Carole Kitching; • Paul Moorby; and • Alison North. <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>Director recruitment campaign</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>Impact on Twitter and LinkedIn on Business Cyber Centre launch</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>Staffing changes</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>	



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	<p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED 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>NOTED the already submitted resignation of Keeran Vetriko; AUTHORISED the CEO to commence recruitment of up to five new Board Directors;</p> <p>AGREED 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;</p> <p>NOTED the remaining contents of the report.</p>	
7.0	Business Cyber Centre (BCC) update	
	<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>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/26-may-2022/20220526---bcc---board-update1.pdf?sfvrsn=8b8ece3_4</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>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the progress to date.</p>	
8.0	Growth Hub update	



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	<p>CS spoke to the paper and areas discussed were as follows:</p> <p>Delivery</p> <ul style="list-style-type: none"> • 2,200 businesses were supported in both the digital and physical space. • 3-6 hours support of medium intensity with businesses that were more engaged and looking for support for further growth. • 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 & Wellbeing on managing change. <p>Financial position</p> <ul style="list-style-type: none"> • 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"> ○ of the ten cohorts outlined via Peer Networks, only three had been successfully delivered involving 35 businesses; ○ for this reason, we were not able to draw down the full amount of funding; ○ ERDF SME Competitiveness programme had been drafted pre-pandemic and involved physical delivery using room space, materials, etc. ○ As this was not possible during COVID, funds had been re-profiled, and a change request authorised to June 2023; • The overall salaries' budget was down as recruitment for small gaps in staffing had been postponed. • To compensate, joint work had been undertaken with Carbon-Lens, Team Doctor and Mintivo via webinars. • Of the £462,000 core budget there was an underspend of 7p only! <p>Looking ahead</p> <ul style="list-style-type: none"> • The Growth Hub's funding was down by 50% this financial year. • 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. • 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 • The basic level of support which is funded by Government would remain free to businesses. • Growth Hub+ would also involve a membership option, which would give exclusive digital content, resource bank etc. • The paid-for workshops and webinars would generate additional income. • 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. 	



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	<ul style="list-style-type: none"> The paid-for support services would be available to businesses outside the Swindon & Wiltshire area as there would be no geographical limits with delivery. The funded support would be for businesses only within the Swindon & Wiltshire area. Publication was expected late June / early July on both the Wavehill independent Evaluation and our own Impact reports. <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>The Swindon & Wiltshire Local Enterprise Partnership Board NOTED the contents of the paper.</p>	
9.0	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/2022/26-may-2022/swlep-may-2022-board-slides-ca.pdf?sfvrsn=f0ce642_4</p> <p>Comments made were:</p> <ul style="list-style-type: none"> the two GPIF projects RAG-rated at Amber Red would be discussed later in Part Two of the Board Meeting; Local Growth Fund reporting via the Highlight Reports was now finished, although output reporting would continue bi-annually through to March 2025; Getting Building Fund (GBF) reporting had been extended to 2025; the GBF funding of the Business Cyber Centre was fully defrayed; the GBF element of the Porton Science Park Phase 2 had been fully defrayed; 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 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. Thanks were extended to the Section 151 Team. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p>	
10.0	Subgroup updates	



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	<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 & Talent and Infrastructure, Ideas and Places Subgroups.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board NOTED the information presented in this update.</p>	
11.0	Green hydrogen generation feasibility study	
	<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>The Swindon & 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.</p>	
12.0	AOB	
	None.	
	Date of next meeting	
	<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.	
	Future Meetings Thursday, 29 September 2022 Thursday, 24 November 2022 Meetings will be held via video/teleconference unless otherwise advised.	
	The meeting closed at 11am	