



Attending:	Board Directors: Paddy Bradley (PB) Mandy Clarke (MC) – Co-Deputy Chair Richard Clewer (RC) – left at 11am Ramona Derbyshire (RD) – joined after Item 2.0 Doug Gale MBE (DG) Andrew Gudgeon, OBE (AG) Tom Harrison (TM) – joined after Item 2.0 Carole Kitching (CK) Col Gary McDade (GMC) Mark Matthews (MM) – joined after Item 2.0 Basit Mohammed (BM) – joined after Item 2.0 Paul Moorby, OBE (PJM) Alison North (AN) - Co-Deputy Chair José St Clair (JSC) – joined after Item 2.0 Suzanne Wigmore (SW)	Board Advisers: None Observers: Cllr Gary Sumner, representing David Renard, Swindon Borough Council
Apologies:	David Renard (DR) / Prof Ian White (IW) - SWLEP Board Directors	
In attendance:	Tim Burghes (TB) / Sarah Pearce (SP) / Debby Skellern (DS) / Chris Stevens (CS) / Amy Wetherill (AW) - SWLEP Rory Bowen (RB) / Victoria Moloney (VM), Wiltshire Council Emily Manser – representative from Cities & Local Growth Unit	
Guest(s):		
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Teleconference online	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board resignation	
	The meeting opened at 9.33am and the Chair welcomed attendees to the public meeting of the Swindon & Wiltshire Local Enterprise Partnership Ltd. Apologies were noted. No further conflicts of interest were noted in addition to those already registered by directors.	
3.0	Review of minutes and matters arising	



Item	Narrative	Deadline
	Item taken out of order.	
3.1	The minutes of the Board Meeting held on 21 July 2022 were reviewed and approved.	
3.2	Matters Arising: The matter arising was completed.	
4.0	Board Recruitment and Director appointments	
	<p>Item taken out of order.</p> <p>PJM outlined the latest recruitment campaign to the meeting. Thanks were offered to RC, AN and PB for participating in the Interview Panel. SWLEP had received applications from seven candidates, and all were interviewed with five of the candidates offered roles as prospective Directors by the Panel and were before the meeting today for ratification.</p> <p>The Directors had already received the CVs of the five candidates and PB outlined their respective areas of expertise</p> <p>Decision: the Swindon & Wiltshire Local Enterprise Board APPROVED the appointment of Abdul-Basit Mohammed, José St Clair, Mark Matthews, Ramona Derbyshire and Tom Harrison to the SWLEP Board.</p>	
2.0	Her Majesty Queen Elizabeth II	
	<p>A film celebrating the life of Her Majesty Queen Elizabeth II was played to the meeting in celebration of her life and dedicated service. Sarah and Amy were congratulated on their excellent work.</p> <p>New Directors joined during / after the film and introduced themselves to the meeting.</p>	
5.0	Submitted Questions	
	No submitted questions had been received for this agenda.	
6.0	SWLEP Ltd Audited Accounts	



Item	Narrative	Deadline
	<p>PB spoke to the meeting and advised that we had hoped to circulate the Audited Accounts with the papers. However, they had not been ready in time, so he presented the paper on screen. Directors were not being asked to approve them at this meeting. An email would be sent to Directors in due course for response.</p> <p>Monahans had been SWLEP Ltd's auditors for the past two years. This was the second year we had issued full accounts, even though because of our size, we were not obliged to. However, it increased our transparency. Monahans was continuing to do the tax work at present.</p> <p>The line for Debtors reflected the GPIF loans issued in the SWLEP's name following incorporation in January 2019. Prior to incorporation, loans were issued by Wiltshire Council as the Accountable Body and on behalf of the SWLEP. The accounts noted that £8.9m in loan agreements had been issued in the SWLEP's name. The GPIF loan fund was a very valuable asset and its ownership was important for the future direction of the company.</p> <p>The Auditors acknowledged that SWLEP Ltd was a going concern; it had £1.5m in its bank account.</p> <p>Funds received from Central government included the core funding, Growth Hub funding, which was paid in arrears, as well as the income from the loan fund transferred from Wiltshire Council also in arrears.</p> <p>There was more cash in the current account than was required and we should consider moving money to short-term deposit, although still bearing in mind the necessary cash-flow.</p> <p>SWLEP Ltd was in a financially stable position, and there were no concerns from the auditors.</p> <p>Action: PB to issue accounts to Directors for comment.</p> <p>Decision: When the tax review had been received from the Auditors, Directors authorised PB to sign off accounts.</p>	Oct 2022
7.0	Draft Delivery Plan 2023/24	
	<p>DG, as Chair of the Delivery Plan Working Group, introduced this item. The plan followed on from the significant scale of work carried out to formulate the Swindon & Wiltshire's Local Industrial Strategy.</p> <p>The Working Group had met twice since the last Board Meeting and focussed on future plans. Unfortunately, there had been little formal guidance from Government on this, which was acknowledged by EM, and the Working Group had used the recent Levelling Up White Paper as its reference.</p> <p>The Plan was focussed only on publicly funded activity and assumed the Swindon & Wiltshire Local Enterprise Partnership would continue with funding at the same level, although there was no certainty. If not, SWLEP would not be able to deliver this planned activity in full and would have to</p>	



Item	Narrative	Deadline
	<p>reconsider its planning. Government had yet to confirm the funding position for next year.</p> <p>DG handed over to DS who explained that the paper gave context to the work and contained the current valid draft of the Plan, giving thanks to the contributions of staff from both Wiltshire Council and Swindon Borough Council. A short, extraordinary Board Meeting would be held online to approve the Plan before its submission in November.</p> <p>The commercial plan would be developed separately, but activities would be impacted by the cost-of-living crisis etc, so would influence the five-year commercial plan.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: REVIEWED and AGREED the draft Delivery Plan content and structure; and AGREED to hold an extraordinary meeting of the Board in November to sign off.</p> <p>Action: DKH to ascertain availability and issue online calendar invite accordingly.</p>	Oct 2022
8.0	Chief Executive's Report	
	<p>PB spoke to the paper and explained that the report contained one single item, the impact of the cost of the energy crisis on businesses and was written before the interventions from Government. Although those interventions were very welcome, there would be a lot of businesses which did not qualify, and some would not survive.</p> <p>At a recent Business Intelligence & Network Group (BING) views on the current situation were collated from the membership organisations present. Representatives from BEIS were always invited to these meetings and views could then be fed back into Government.</p> <p>Wiltshire Council was fully aware of the impact of the energy crisis on residents and businesses and a paper was due to go to Cabinet. Various support would be offered from government and council, but the situation should not be underestimated.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the action taken by members of the SWLEP's Business Intelligence & Network Group (BING) in highlighting issues for businesses due to very steeply rising energy costs.</p>	
9.0	The Western Gateway	



Item	Narrative	Deadline
	<p>The Western Gateway and SWLEP Ltd James Cooke from The Western Gateway presented to the meeting on the aims of the organisation and its work with SWLEP.</p> <p>The presentation can be accessed by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/29-sep-2022/sept-swlep.pdf?sfvrsn=32a10b5f_4</p> <p>One of the key challenges of The Gateway was working with organisations across the geography from both the Welsh and the English areas with differing aims and ambitions. For this reason, the Gateway was focused on NetZero and issues of connectivity as mutual aims. One quick win would be to voice support for the step fusion project. The Gateway was looking at opportunities to champion pilot projects on hydrogen.</p> <p>Hydrogen Workstream DS presented to the meeting on the work currently underway on hydrogen projects. The presentation can be accessed by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/29-sep-2022/western-gateway-hydrogen-presentation-270922.pdf?sfvrsn=4e1a9301_4</p> <p>Directors were invited to attend a business breakfast/lunch to hear more detail about the work of The Western Gateway with JC and other colleagues, possibly at the Business Cyber Centre.</p> <p>Action: PB to liaise with JC for mutually convenient date.</p>	Oct 2022
10.0	Budget report 2022/23	
	<p>PB spoke to paper and key points were noted.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the financial position of the company up to 16 September in the financial year 2022-23.</p>	
11.0	Subgroup update	
	<p>The Business Environment Subgroup did not take place owing to the funeral of HM Queen Elizabeth II being the day it was scheduled. AN invited the newly appointed directors to join the Subgroups.</p> <p>SW as Chair of the Ideas, Infrastructure & Place Subgroup and CK as Chair of the Skills & Talent Subgroup updated the meeting on progress and future activity.</p>	



Item	Narrative	Deadline
	<p>The presentation can be found by accessing the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/29-sep-2022/subgroup-updates-29-september-board.pdf?sfvrsn=e5d0f0e4_4</p> <p>Business West was the body leading the development of the Local Skills Improvement Plan (LSIP) in the Swindon and Wiltshire area which would be presented to the Board at an appropriate stage.</p> <p>Action: DKH to issue lists of all Subgroups so Directors can attend if desired.</p>	Oct 2022
12.0	Delivery Plan 2022/23	
	<p>PB spoke to the paper and commented on progress of the Delivery Plan for 2022/23. Within the Skills activity, the analysis of Labour Market Intelligence was RAG-rated AMBER. With the departure of the SWLEP analyst and the cessation of the temporary cover provided by Emsi/Burning Glass, there was no capacity within the team to undertake this work. This may go to RAG-rating RED if a solution were not found. However, SWLEP was currently in discussions with the Department of Economics at the University of Bath to fulfil this activity.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</p>	
13.0	Growth Hub update	
	<p>CS spoke to the meeting and outlined the activity of the Growth Hub. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2022/29-sep-2022/growth-hub-business-environment-subgroup-swlep-board-update-sept-2022-cs-edit_.pdf?sfvrsn=b5f27e69_4</p>	
14.0	Programme Status report	
	<p>The paper was for information and taken as read. More detailed information regarding the GPIF loans and Business Cyber Centre operations would be given in Part Two of the Board Meeting for SWLEP Directors only as these were commercially confidential items.</p> <p>Action: PB to send to all Directors data on the impact of GPIF loans.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the paper.</p>	Oct 2022
15.0	AOB	



Item	Narrative	Deadline
	None.	
	Date of next meeting	
	Thursday, 24 November 2022 – to be held via video / teleconference Directors to meet at 9am start of the public meeting at 9.30am.	
	Future Meetings for 2023 Thursday, 26 January 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.	
	The meeting closed at 11.50am	

28 November 2022