



<b>Attending:</b>	<b>Board Directors:</b> Paddy Bradley, MBE (PB) Ramona Derbyshire (RD) Tom Harrison (TM) Carole Kitching (CK) - online Mark Matthews (MM) Paul Moorby, OBE (PJM) Alison North (AN) - Deputy Chair Cllr Jim Robbins (JR) – online Suzanne Wigmore (SW)	<b>Board Advisers:</b> Chris Watts (CW) – representing Swindon Borough Council  <b>Observers:</b> None
<b>Apologies:</b>	<b>SWLEP Directors</b> Richard Clewer (RC) Doug Gale MBE (DG) Col Gary McDade (GMc) Basit Mohammed (BM) José St Clair (JSC) Prof Ian White (IW)	
<b>In attendance:</b>	<b>SWLEP Ltd</b> Tim Burghes (TB) / Ian Lloyd (IL) / Tom Marshall (TM) / Debby Skellern (DS) / Charlotte Skinner (CSk) / Chris Stevens (CS) <b>Swindon Borough Council</b> Richard Bell (RBe) - online <b>Wiltshire Council</b> Victoria Moloney (VM) Alison Robinson (AR) as representative of S151 officer of Wiltshire Council <b>Representatives from the Department for Levelling Up, Housing &amp; Communities (DLUHC)</b> Emily Manser (EM)	
<b>Guest(s):</b>	Parsa Mohammadpour (MP) – University of Bath	
<b>Chair:</b>	Paul Moorby (PJM)	
<b>Minutes:</b>	Deborah House (DKH) - online	
<b>Location:</b>	BCC, Unit 7, Greenways Business Park, Chippenham, SN15 1BN and Online via Teams	

Item	Narrative	Deadline
1.0	<b>Welcome / Apologies / Conflicts of Interest</b>	
	The meeting opened at 9.31am and the Chair welcomed attendees to the public meeting of the Swindon & Wiltshire Local Enterprise Partnership Ltd.  Introductions were made and apologies were noted.	



Item	Narrative	Deadline
	<p><b>Conflicts of Interest</b> There were no additional conflicts of interest declared.</p>	
<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 25 May 2023 were reviewed and approved.	
<b>2.2</b>	<p><b>Matter Arising:</b> The Matter Arising had been completed.</p>	
<b>3.0</b>	<b>Submitted questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>The role of Acting CEO</b>	
	<p>PB advised the meeting that his last working day was Thursday, 27 July. DS would be taking over as Acting CEO and would have delegated powers on his departure. DS's contract was currently being finalised. AN thanked Directors DG and RD, as well as the Chair, for their contributions during the recruitment process.</p> <p>Grateful thanks were given to PB for his excellent work with the SWLEP and congratulations were offered to DS in her new role.</p>	
<b>5.0</b>	<b>Government Announcement about the transition of LEP roles and responsibilities to local government</b>	
	<p>DS presented to the meeting with a brief overview of the background to the current situation regarding possible transition of LEP roles and responsibilities to local government. These can be viewed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/20-july/lep-transition-july-2023.pdf?sfvrsn=753d7245_3A">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/20-july/lep-transition-july-2023.pdf?sfvrsn=753d7245_3A</a></p> <p>A Working Group had been established with lead officers at Swindon Borough Council and Wiltshire Council to discuss this process and some introductory meetings had already taken place. Meetings would be held fortnightly from September and thereafter every week.</p> <p>Volunteers for a Board Working Group to oversee the process were invited. A Terms of Reference document would be drafted. RD, TH and SW volunteered to join this group.</p> <p>EM explained that the government announcement was still awaited, but that hoped it would be issued that day. A meeting with LEP Chairs and Chief</p>	



Item	Narrative	Deadline
	<p>Executives would be arranged and technical guidance issued regarding the transfer of functions, but this was not mandatory. The guidance would consider the differences in areas where devolution deals were in place or in progress and those where they were not.</p> <p>EM thanked staff and Directors for the constructive and collaborative approach to the current uncertain situation for which she was very grateful. The SWLEP's relationships with Local Authorities, the military and educational stakeholders were very strong. VM and JR were invited to comment.</p> <p>VM commented on the need to maintain evidenced based strategy and that it was important not to lose expertise and knowledge.</p> <p>A Working Group had already been established by Wiltshire Council for the UK Shared Prosperity Fund, looking towards a Local Partnership Board with the intention of avoiding duplication, ensuring alignment with objectives and a shared vision. The Council was working with SWLEP's Head of Business Support to form the offer under the title of "Business fit for the Future". There was also a focus on green skills which had been part of the Skills &amp; Talent Subgroup and had now fallen into the Local Skills Improvement Plan (LSIP).</p> <p><b>Action: VM invited DS take PB's place on the UKSPF Board</b></p> <p>JR gave a brief overview of Swindon Borough Council's three missions which all fell under the remit of the UK Share Prosperity Fund:</p> <ul style="list-style-type: none"> <li>• reduce inequality so the Borough was a fairer place;</li> <li>• build a better Swindon, based on the Preston model which included skills, regeneration and investment; and</li> <li>• deliver Net Zero for the Council and also through business support.</li> </ul>	
<b>6.0</b>	<b>Chief Executive's report</b>	
	<p>PB spoke to the paper and highlighted the following key points.</p> <ul style="list-style-type: none"> <li>• Carole Kitching would be retiring from her role as Principal and CEO of New College and the Institute of Technology at the end of the year. CK also chaired the Skills &amp; Talent Subgroup which would be responsible for the governance of the Local Skills Improvement Plan (LSIP). It was proposed that Iain Hatt, Principal of Wiltshire College &amp; University Centre became a specialist advisor to the Board; and take over as Chair of the Subgroup when CK stepped down. In this way, he could potentially be invited to become a Director of the Board.</li> <li>• Doug Gale had reached the end of his second term of tenure as a Board Director. Given the exceptional circumstances regarding LEP</li> </ul>	



Item	Narrative	Deadline
	<p>transition, Doug was invited to extend his tenure as Director by a further year to which he had agreed. This would offer further stability for the Board.</p> <ul style="list-style-type: none"> <li>• SWLEP was seeking legal support for the LEP transition process.</li> <li>• It was noted that some companies in receipt of Growing Places Infrastructure Fund (GPIF) loans had been affected by the prevailing economic conditions. The GPIF Working Group was monitoring this impact. Directors interested in joining the working group were invited to volunteer.</li> </ul> <p><b>NOTE: Ramona Derbyshire volunteered to join the GPIF Working Group.</b></p> <ul style="list-style-type: none"> <li>• LEPs comprising 41 largely rural local authorities had met recently with Defra and outlined developing a detailed analysis of the rural economy testing the hypothesis that rural economies were as broad in their economic activities as urban areas. Defra did not have this detailed picture of rural economy and sector composition. In working together, it was hoped to change this view.</li> </ul> <p><b>Action: CW of SBC requested a meeting with DS to bring him up to speed with the rural analysis and skills agenda.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPOINTED Iain Hatt, Principal and CEO of Wiltshire College &amp; University Centre as a Specialist Adviser to the Board, without voting rights in line with the proposed activity described in paragraph 4.3; EXTENDED Doug Gale’s tenure as Director for one year to July 2024 due to exceptional circumstances, with a review scheduled in 2024 to assess the arrangement; and NOTED the remaining contents of the report.</b></p>	<p><b>Aug 2023</b></p>
7.0	<p><b>Budget management Q1 2023 / 24 Report</b></p>	
	<p>CSk spoke to the paper and outlined the current position.</p> <p><b>Action: a column showing spending against budget was requested by SW.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the financial position of the company for Q1 in financial year 2023-24.</b></p>	<p><b>Sept 2023</b></p>
8.0	<p><b>Natural Capital PhD Study</b></p>	



Item	Narrative	Deadline
	<p>Para Mohammadpour presented to the meeting on the progress of his PhD research on Natural Capital. 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/2023/20-july/swlep-board-presentation-july-2023-copy.pdf?sfvrsn=1a4d154f_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/20-july/swlep-board-presentation-july-2023-copy.pdf?sfvrsn=1a4d154f_3</a></p> <p>The presentation led to much discussion. It was hoped that if Natural Capital was given a monetary value it would lead to better decision-making on infrastructure projects such as roadbuilding and the most appropriate environmental mitigation. Once the PhD was completed, the model could be used nationally. It was hoped that SWLEP and its partners could provide a suite of materials for use such as:</p> <ul style="list-style-type: none"> <li>• case studies of how to embed consideration of Natural Capital;</li> <li>• a ‘how to use guide’; and</li> <li>• practical examples.</li> </ul> <p><b>Action: VM to link Parsa with Wiltshire Council’s Ecology Team.</b></p> <p><b>Action: meeting to be set between Parsa and interested parties for more in-depth discussion.</b></p>	<p><b>July 2023</b></p> <p><b>Sept 2023</b></p>
<b>9.0</b>	<b>AOB</b>	
	<p>As this was PB’s last Board Meeting, he closed the meeting giving his thanks to the SWLEP Team and past and present Directors for his time working with the organisation.</p> <p>It was also noted the EM was moving on from her role as area lead with SWLEP to take up a position with Oxford and Buckinghamshire.</p>	
	<b>Date of next meeting</b>	
	<p>Thursday, 28 September 2023</p> <p>Directors to meet at 9am start of the public meeting at 9.30am.</p>	
	<p><b>Future Meetings for 2023</b></p> <p>Thursday, 23 November</p> <p>Meetings will be held via video / teleconference unless otherwise advised.</p>	
	<b>The meeting closed at 10.55am</b>	

**28 September 2023**