



Attending:	Board Directors: Ramona Derbyshire (RD) Doug Gale MBE (DG) – arrived 9.50am Tom Harrison (TM) Carole Kitching (CK) – online Mark Matthews (MM) - online Basit Mohammed (BM) Paul Moorby, OBE (PJM) Alison North (AN) - Deputy Chair Debby Skellern (DS) Suzanne Wigmore (SW)	
Apologies:	SWLEP Directors Cllr Richard Clewer (RC) Col Gary McDade (GMc) Cllr Jim Robbins (JR) José St Clair (JSC) Prof Ian White (IW)	
In attendance:	SWLEP Ltd Tim Burghes (TB) / Charlotte Skinner (CSk) / Chris Stevens (CS) Swindon Borough Council Richard Bell (RBe) Cllr Emma Bushell (EB) – representing Cllr Jim Robbins, Swindon Borough Council Wiltshire Council Cllr Nick Botterill (NB) – representing Cllr Richard Clewer, Wiltshire Council Victoria Moloney (VM) No representation of S151 officer of Wiltshire Council Representatives from the Department for Levelling Up, Housing & Communities (DLUHC) None	
Board Adviser	Iain Hatt (IH), Wiltshire College & University Centre	
Guest(s):	Tom Burton (TBu) – The Western Gateway	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	At the BCC, Unit 7, Greenways Business Park, Chippenham, SN15 1BN OR Online via Teams	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest	
	The meeting opened at 9.36am 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
	Conflicts of Interest There were no additional conflicts of interest declared.	
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 28 September 2023 were reviewed and approved.	
2.2	Matters Arising: Matters arriving were completed or on the agenda.	
3.0	Submitted questions	
	No submitted questions had been received for this agenda.	
4.0	Acting Chief Executive's report	
	<p>DS spoke to the paper and firstly highlighted the items which required Board approval.</p> <p>Board Directors tenure and reappointment Suzanne Wigmore and Prof Ian White were due to finish their first term as SWLEP Board Directors in December 2023. Both had expressed an interest in serving for a second three-year term. The vote was carried.</p> <p>Col Gary McDade had recently moved to take up a new post with the Cadets and was not able to attend the meeting today. There had been no named replacement as yet. His last date as a Director would be confirmed and he would be removed from Companies House. Thanks were expressed to Gary for his involvement with the SWLEP, in particular with his support of the BCC.</p> <p>Action: DS to ascertain date and remove Col Gary McDade as a SWLEP Director from Companies House.</p> <p>Carole Kitching had stepped down as Principal of New College Swindon and the Institute of Technology in the Summer but would now be retiring fully from the college in December. Her resignation from SWLEP would take effect on 31 December 2023. Iain Hatt, Principal of Wiltshire College & University Centre, had been appointed as a Specialist Advisor to the Board in September and would now be taking up a role as a Board Director representing the Further Education sector from 1 January 2024.</p> <p>Action: DS to remove Carole Kitching as a SWLEP Director from Companies House on 31 December.</p> <p>Action: DKH to provide Iain Hatt with the necessary paperwork for completion for Board Director.</p> <p>Action: DS to include Iain Hatt as a SWLEP Director at Companies House from 1 January 2024.</p>	<p>30 Nov 23</p> <p>31 Dec 23</p> <p>9 Dec 23</p> <p>3 Jan 2024</p>



Item	Narrative	Deadline
	<p>Carole spoke to the Board and expressed her enjoyment of working with the Directors and the whole of the LEP team. The SWLEP was carrying out important work throughout the region, particularly with the skills agenda. A lot of that work should be continued as it was essential for the prosperity of the area. Carole was thanked for her contribution as a SWLEP Director and particularly as Chair of the Skills & Talent Subgroup.</p> <p>The date of the Annual General Meeting (AGM) The AGM was to be held in public and legally had to be an in-person meeting. The date of 25 January was proposed and the AGM would be held on the same day as, and immediately prior, to the next Board Meeting.</p> <p>Action: DKH to inform the date of the AGM to SWLEP membership.</p> <p>LEP Functions Draft Transition Plan DS advised the meeting that there were ongoing regular meetings with representatives of both Local Authorities, together and separately. Board Director DG was the Chair of the Board Transition Working Group which had met monthly to be updated of progress.</p> <p>A Transition Plan template had been issued by Government at the beginning of November to be returned by 30 November. Draft position statements had been received from both Local Authorities the previous week and although there was general agreement on some themes of activity, timelines were not in sync. A draft Transition Plan had been circulated for comment and returned by Swindon Borough Council and SWLEP. The next draft for agreement was expected on 27 November. Given the tight turnaround, the Board was requested to delegate the sign off of the plan to the Chair in order to meet the deadline. This delegation was agreed.</p> <p>Other items for noting and information:</p> <ul style="list-style-type: none"> the Finance page had now been included for the Annual Report and was available online. <p>The draft Annual Accounts were available had been produced, and thanks were given to CSk for working with the accountants and auditors to get this progressed. One of the recommendations had been to produce quarterly management accounts to lessen the audited accounts burden at the end of the financial year. Cashflow was regularly monitored because the transfer of funding from the Accountable Body could at times be delayed;</p> <ul style="list-style-type: none"> the Governance Framework had been updated to reflect the merger of the Ideas, Infrastructure & Place Subgroup with the Business Environment Subgroup; the Business Festival held on 15 November was deemed a great success with sterling efforts by the whole SWLEP Team ensuring the day went well and included a series of interesting talks and 	9 Dec 23



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	<p>showcased the flexibility of the building. The headline sponsor had been The Western Gateway with Thrings and Nationwide Engineering being the other co-sponsors. Excellent feedback had been received by attendees and exhibitors; and</p> <ul style="list-style-type: none"> in addition, the recent Autumn Statement had announced that funding would be available for Growth Hubs to operate in FY 2024/25. It gave comfort, but more information was awaited. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the reappointment of Suzanne Wigmore for a second term as a Director of SWLEP Limited; APPROVED the reappointment of Prof Ian White for a second term as a Director of SWLEP Limited; APPROVED the date of SWLEP's Annual General Meeting as 25 January 2024; APPROVED the delegation of the review and agreement of the Draft LEP Transition Plan to the SWLEP Chair with the support of the CEO; and NOTED the remaining contents of the report.</p>	
5.0	Budget management Q1 2023-24 Re	
	<p>CSk spoke to the paper and outlined the current position with the accounts as of 8 November 2023.</p> <p>Income receipts were under budget, for example the BCC, but this situation should improve when two new tenants moved into the building next quarter. All office space would then be occupied. The focus now was on letting out the top floor and meeting room space as much as possible to make the building much busier thereby increasing income. The Business Festival had showcased the building and SWLEP had signed up to Venue Scanner to promote the space.</p> <p>The full LEP core funding and SME Competitiveness programme payments had been received, but we were still awaiting Growth Hub and GPIF income. Wiltshire Council was undergoing a change of software across departments which was impacting on some financial functions. This should shortly be rectified.</p> <p>Figures were going in the right direction. SWLEP's accounting year ran to 31 March.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the financial position of the company for Q1, Q2 and Q3 (to 08.11.23) in financial year 2023-24.</p>	



6.0	Subgroup updates	
	<p>The Chairs of the Subgroups updated attendees of the recent meetings, the presentation for which can be accessed by using the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/23-nov/subgroup-updates-231123.pdf?sfvrsn=37ab3b0f_3</p> <p>Business, Ideas & Place Subgroup (slides 5-6)</p> <p>AN spoke to the meeting and highlighted the items discussed at the inaugural meeting of the merged Subgroups on 13 November.</p> <ul style="list-style-type: none"> The Subgroup had received a presentation from Prof Matt Davison from The Innovation Centre for Applied Sustainable Technologies (iCAST) based at the Carriage Works in Swindon. The Centre operated with the Universities of Bath and Oxford working with mainly SMEs to commercialise innovations on the NetZero agenda. Some interesting case studies were shared. iCAST was a significant part of SWLEP's Local Industrial Strategy (LIS), increasing innovation and sustainable technologies. The Centre had links to over 100 businesses nationally, mostly in the South West and South East, and even had links with Australia, but Swindon was at its heart. DS advised that she had recently participated as a civil partner in the interview with the EPSRC in support of iCAST's bid for £6m to train up to 50 PhD students working with industry through iCAST. <p>Action: presentation given to be circulated to attendees by DKH. Action: Prof Davidson to present at a future Board Meeting.</p> <ul style="list-style-type: none"> An update was received on the current status and plans for the BCC. SWLEP was looking beyond its borders for additional opportunities. DG advised that he and TM had recently held a meeting with Leonardo iAero at Yeovilton airfield. There was the potential to digitally link the Porton Science Park and the BCC, with potential for another centre in the Boscombe area. This innovation capability was a superb asset for the area. The Growth Hub Wavehill evaluation had received a low response from businesses to its survey, but responses given had been positive about their experiences. Growth Hub support continued to be free at the point of entry and was part of the condition for core funding. SWLEP was looking at future delivery opportunities to plug gaps in delivery following the end of the SME Competitiveness Programme, delivery of which was not core funded and hence chargeable. A Cyber Cluster careers event was held at the Institute of Technology in October to which surrounding schools were invited and offered a link between schools and business. The BIP Subgroup would continue to speak to the Skills & Talent Subgroup so that 	<p>9 Dec 23 TBC</p>



opportunities to link education and skills with businesses were delivered.

- The industry collaboration which had submitted a Local Industrial Decarbonisation Plan Bid centred on the industrial area around Bristol with spokes of activity across western England, including Swindon and Wiltshire, had agreed to speak to the Subgroup if its application was successful.
- Wiltshire Council advised that its UKSPF “Invest in Wiltshire” programme had now closed for applications with one panel already being held and the second one taking place on 24 November. The public release of decisions would be made in December.
- Swindon Borough Council advised that the Phase 3 improvement to the Carriage Works would be funded through the Towns Board and would be bolted on to the existing iCAST.

Skills & Talent Subgroup (slides 1-4)

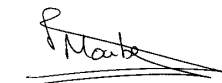
CK spoke to the meeting and outlined the many items covered in the last Skills & Talent Subgroup meeting on 8 November which included:

- an overview of the priorities and activity from the Swindon and Wiltshire Careers Hub;
- the Careers Enterprise Company was looking to reduce its funding which would impact on staffing and delivery;
- Shona Taylor, the Hub Lead, was leaving at Christmas to take up a role with UCAS on apprenticeships;
- the Local Skills Improvement Plan (LSIP) was a standing item on the agenda and Business West reported that employer engagement in Swindon and Wiltshire was an issue in their investigations;
- providers such as schools and colleges had to provide a statement to the effect that they were working with the LSIP recommendations in mind, whereas Local Authorities and private providers were not mandated to do so;
- a mapping exercise of the providers in the area was underway to ascertain gaps in provision and rectify so that employers’ training needs were met. This mapping work would also include the funding streams available across the county so that students could be channelled to specific streams thereby maximising that funding opportunity.
- the Skills & Talent Subgroup would provide the external governance for the LSIP and a Working Group of volunteers had been established to set out the terms of reference for this role; and
- a question was raised about these opportunities within the third and non-for-profit sector. Although the sector attracted graduates, it was more difficult to attract the 16-18 age cohort.

Action: the Skills & Talent Working Group to liaise with Business West to discuss this potential investigation.



	<ul style="list-style-type: none"> • Business West did not own the agenda on the LSIP, and the Skills & Talent Subgroup would influence and direct the investigations into specific deep dives; and • There was discussion on the changes to the education landscape and in particular around the challenges facing the number of work experiences being asked from employers. A study had estimated that this amounted to 16,000 per year in the Swindon and Wiltshire area. Unfortunately, the ask for work placements all occurred at the same time. Better, more persistent engagement between employers and schools was needed to bridge the skills gaps and a need to move away from the couple of weeks per year. There could also be limitations for some students in terms of travel mobility to reach these placements and employers had restrictions regarding company insurance for students on site. A re-look at virtual work placements could solve some of these issues. 	
7.0	AOB	
	None	
	Date of next meeting	
	<p>Thursday, 25 January 2024</p> <p>Directors to meet at 9am The meeting will include the Annual General Meeting which will start at 9.30am Start of the public meeting at 10am</p> <p>This is an in-person meeting. Venue to be confirmed.</p>	
	<p>Meetings for 2024</p> <p>Thursday, 21 March Thursday, 23 May Thursday, 18 July Thursday, 26 September Thursday, 28 November</p> <p>Meetings will be held via video / teleconference unless otherwise advised.</p>	
	The meeting closed at 10.51am	



29 January 2024