

# AGENDA

## Public Board Meeting

**Date:** Thursday, 23 November 2023

**Venue:** At the BCC, Unit 7, Greenways Business Park, Chippenham, SN15 1BN  
 OR  
 Microsoft Teams online

**Time:** 9.30am – 11am Public Board Meeting

Membership		Attendance
	Richard Clewer (RC)	Apologies, awaiting named representation
	Ramona Derbyshire (RD)	✓
	Doug Gale, MBE (DG)	✓
	Tom Harrison (TH)	✓
	Carole Kitching (CK)	✓
	Col Gary McDade (GMc)	Apologies
	Mark Matthews (MM)	
	Paul Moorby, OBE (PJM) – Chair	✓
	Basit Mohammad (BM)	✓
	Alison North (AN) – Deputy Chair	✓
	Jim Robbins (JR)	
	Debby Skellern (DS)	✓
	José StClair (JSC)	
	Prof Ian White (IW)	Apologies
	Suzanne Wigmore (SW)	✓
<b>Advisors to the Board:</b>	Terence Herbert (TH) Samantha Mowbray (SM)	Apologies Apologies
<b>In Attendance:</b>	<b>SWLEP</b> Tim Burghes (TB) ✓ / Ian Lloyd (IL) ✓ / Tom Marshall (TM) ✓ / Charlotte Skinner (CSk) ✓ / Chris Stevens (CS) ✓ <b>Swindon Borough Council</b> Richard Bell (RB) ✓ / Dave Dewart (DD) <b>Wiltshire Council</b> Rory Bowen (RB) / Parvis Khansari (PK) ✓ / Victoria Moloney (VM) / Leanne Sykes (LS) OR Alison Robinson (AR) <b>Representatives from Cities &amp; Local Growth Unit</b> To be advised <b>Other guests</b> Iain Hatt (IH) – Wiltshire College & University Centre ✓	

<b>Chair:</b>	Paul Moorby (PJM)
<b>Minutes:</b>	Deborah House (DKH)

9.30am		Start of Public meeting			
Item	Timing	Topic	Paper No.	Lead	
1.0	9.30am	Welcome / Apologies / Conflicts of Interest	Verbal	PJM	
2.1	9.32am	Minutes of the meeting of 28 September 2023	Paper 2.1	PJM	For approval
2.2		Matters arising: <ul style="list-style-type: none"> <li>• DS to amend SWLEP Governance Framework to reflect the merger of the Business Environment and Ideas, Infrastructure &amp; Place Subgroups. <b>ON AGENDA.</b></li> <li>• meeting to be arranged with the relevant Directors to discuss the way forward for the newly formed Subgroup, Business, Ideas &amp; Place. <b>COMPLETED.</b></li> </ul>	Verbal	PJM	
3.0	9.35am	Submitted questions	Verbal	PJM	
4.0	9.40am	Chief Executive's report	Paper 4.0	DS	For approval
5.0	10.20am	Budget management: Q1 2023-24 Report	Paper 5.0	CSk	For information
6.0	10.35am	Subgroup updates: <ul style="list-style-type: none"> <li>• Business, Ideas and Places</li> <li>• Skills &amp; Talent</li> </ul>	Presentation	AN CK	For information
7.0	10.50am	AOB	Verbal	PJM	
		<b>Date of next Board meeting:</b> Thursday, 25 January 2024  9.30am Public Board Meeting			
		<b>Meeting dates for 2024</b>  Thursday, 21 March  <b>Indicative meeting dates</b> Thursday, 23 May Thursday, 18 or 25 July Thursday, 26 September		PJM	



		Thursday, 21 November  Other dates to be confirmed.  All via video / telephone conference until further notice.			
	<b>11am</b>	<b>Close of Part One of the meeting</b>			
	<b>11am</b>	<b>Comfort Break</b>			
		The public are excluded from this part of the meeting under the terms of the Swindon & Wiltshire Local Enterprise Partnership Assurance Framework Appendix C, which describes reasons for exclusion of access by the public to meetings and /or reports. In this case the matters discussed will include a disclosure of confidential information.			
	<b>11.15am</b>	<b>Part Two of meeting – Directors only</b>			
1.1	11.15am	Minutes of Part Two meeting held 28 September 2023	Paper 1.0	PJM	For approval
1.2		There were no Matters Arising.			
2.0	11.20am	Growing Places Infrastructure Fund (GPIF): loan approval and rescheduling	Paper 2.0	IL	For approval
3.0	11.45am	BCC capital spend request	Paper 3.0	TM	For approval
4.0	12.05pm	Draft Annual Accounts 2022-23	Paper 4.0	DS	For approval
	<b>12.30pm</b>	<b>End of meeting</b>			



<b>Attending:</b>	<b>Board Directors:</b> Ramona Derbyshire (RD) Doug Gale MBE (DG) Tom Harrison (TM) Carole Kitching (CK) Basit Mohammed (BM) Paul Moorby, OBE (PJM) – left at 10.25am, returned 10.39am Alison North (AN) - Deputy Chair Cllr Jim Robbins (JR) – left at 10.27am, returned 11.02am José St Clair (JSC) Debby Skellern (DS) Prof Ian White (IW) Suzanne Wigmore (SW)	<b>Board Advisers:</b> None  <b>Observers:</b> Nick Botterill (NB) – representing Wiltshire Council
<b>Apologies:</b>	<b>SWLEP Directors</b> Richard Clewer (RC) Col Gary McDade (GMC) Mark Matthews (MM)	
<b>In attendance:</b>	<b>SWLEP Ltd</b> Tim Burghes (TB) / Ian Lloyd (IL) / Tom Marshall (TM) / Charlotte Skinner (CSk) / Chris Stevens (CS) <b>Swindon Borough Council</b> None <b>Wiltshire Council</b> Rory Bowen (RB) / Victoria Moloney (VM) No representation of S151 officer of Wiltshire Council <b>Representatives from the Department for Levelling Up, Housing &amp; Communities (DLUHC)</b> None	
<b>Board Adviser</b>	Iain Hatt (IH), Wiltshire College & University Centre	
<b>Guest(s):</b>		
<b>Chair:</b>	Paul Moorby (PJM) – from 9.30am to 10.25am Alison North (AN) – from 10.25am to 11.26am	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Location:</b>	Online via Teams	

Item	Narrative	Deadline
<b>1.0</b>	<b>Welcome / Apologies / Conflicts of Interest</b>	
	The meeting opened at 9.33am 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>DS was welcomed to her first Board Meeting in her new role as Acting CEO. She was enjoying getting to understand more about SWLEP activity outside policy and strategy and particularly enjoying the more outward engagement of the role undertaken as a CEO.</p> <p>Directors were thanked for their continuing support on activity for the Board and its Subgroups, and also with the new Board Working Group for the LEP Transition. It was greatly appreciated.</p> <p>Welcome was extended to Iain Hatt, Principal of Wiltshire College &amp; University Centre, to his first Board Meeting in his role as Special Adviser to the Board.</p> <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 20 July 2023 were reviewed and approved.	
<b>2.2</b>	<p><b>Matters Arising:</b></p> <p>The Matters Arising were completed or in progress.</p>	
<b>3.0</b>	<b>Submitted questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>Draft SWLEP Annual Report</b>	
	<p>DS spoke to the paper and presented the pages of the Annual Report, which had been issued to Board Directors prior to the meeting.</p> <p>The intention had been to publish the Annual Report by the end of September, but the accounts were not yet available. As the company had grown, the accounts had been more complicated and the accountants were still looking to visit the BCC to review assets, which was the reason for this delay.</p> <p>The Report was positively received by the Directors; it showed the breadth and depth of SWLEP activity and showcased much that the team could be proud of over the past year.</p> <p>One comment expressed was that quotes from customers on how SWLEP had made a difference to their business or how the Growth Hub had helped them should be considered for future editions.</p> <p>Owing to the tight timescales for publication, the Board was asked to allow the Chair to sign off the financial report for inclusion when available.</p>	



Item	Narrative	Deadline
	<b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: SIGNED OFF the Annual Report 2022-23 pending inclusion of the agreed accounts summary.</b>	
<b>5.0</b>	<b>Acting Chief Executive's Report</b>	
	<p>DS spoke to the paper.</p> <p><b>LEP Transition</b> Government had announced that it would not be funding LEPs directly after March 2024, but funds for economic regeneration would be via local authorities. SWLEP had started negotiations with both Swindon Borough Council and Wiltshire Council regarding the transfer of some LEP functions. The SWLEP LA Transition Working Group was meeting every two weeks and was aiming to meet weekly from December. It was also planned to hold some 1:1 meetings separately between SWLEP and the respective councils.</p> <p>Government guidance had stated that LEPs should seek legal advice regarding, TUPE arrangements, transfer of assets and Directors' personal liability cover. As individual LEPs were set up differently, one set of advice would not suit all. A Request for Quote for legal support had been issued in August to ensure the process was robust; this comprised two phases.</p> <p>The first phase was to support the agreement of the Transition Plan which needed to be ready by January 2024, in order for it to go through the cabinet approval process and SWLEP Board in March 2024. A figure of between £15,000 and £31,000 had been quoted which would vary according to the scope of the Transfer Plan including the number and type of documents to be reviewed.</p> <p>The second phase was to support the actual transition activity thereafter. Until the first phase was well underway, it was not yet clear what legal support would be required for phase two, but a figure of up to £22,000 had been quoted. This spend could fall into the next financial year, which could be difficult when no funding was due for FY 2024/25. Legal support for the transition work had not been budgeted for 2023/24</p> <p>The first and second phases would be undertaken by the same legal company, which had provided the quotes was already involved in work for another LEP, so it was hoped there would be some shared learning.</p> <p>Wiltshire Council confirmed that it was supporting the transition process and the officers were talking to each other. Swindon Borough Council confirmed that conversations were currently taking place and an informal Cabinet meeting was scheduled for next week to discuss. The Council would revert shortly thereafter on the discussion.</p>	



Item	Narrative	Deadline
	<p>The conversations were to ascertain which services would be transferred and how, for example, there were shared platforms and collateral to be considered.</p> <p>Government guidance to LAs was awaited in terms of the transfer and financial settlements for 2024/25 for both LEP core and Growth Hub activity.</p> <p><b>Subgroup Merger</b></p> <p>The SWLEP currently had three Subgroups:</p> <ul style="list-style-type: none"> <li>• Skills &amp; Talent;</li> <li>• Ideas, Infrastructure &amp; Place (IIP); and</li> <li>• Business Environment.</li> </ul> <p>These had been established to monitor the priorities set out in the Local Industrial Strategy (LIS). As many priorities were completed, and there was a lot of overlap between the IIP and Business Environment Subgroups, it was now considered opportune for these two to merge. Both Subgroups had met to discuss and agreed that this was a good approach which would also give economies in time and resource. The name agreed on was the “Business, Ideas and Place Subgroup”. This merger would necessitate a light review of the governance framework, but the first meeting of the combined Subgroup was due to take place in November.</p> <p><b>Action: DS to amend SWLEP Governance Framework accordingly.</b></p> <p><b>Rural Economy Analysis</b></p> <p>At the last Board meeting, Paddy Bradley informed the Board that SWLEP was taking the lead within the Rural LEP Network on detailed analysis into the rural economy for the 41 Local Authorities across England which were deemed to be largely rural. With Paddy Bradley’s departure, and that of several other members of the team, SWLEP was not able to commit to undertake this work of this geographic scale and the Rural LEP Network had been informed. The Rural LEP Network may decide to commission the analysis.</p> <p><b>External engagement</b></p> <p>The table in the paper had been provided for information only as an overview of external engagement undertaken as Acting CEO.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>APPROVED</b> an indicative maximum budget of £31,500 for legal support services, phase 1, to support the development and agreement of the LEP Transfer Plan;  <b>NOTED</b> that a further budget allocation would be requested to support phase 2, the rollout of the Transfer Plan.  <b>APPROVED</b> the merger of the Ideas, Infrastructure, and Places Subgroup with the Business Environment Subgroup; and  <b>NOTED</b> the remaining contents of the report.</p>	Nov 2023
6.0	Quarterly performance report – Q1 Apr-Jun 2023	



Item	Narrative	Deadline
	<p>CSk spoke to the paper and updated the meeting on the performance of the Delivery Plan in Q1.</p> <p>All activities were RAG-rated as GREEN and performing well, apart from the Apprenticeship Campaign, which was RAG-rated at AMBER-GREEN. This was owing to only two apprenticeships being taken up from the target of 20, although the Skills Advisor expected this to increase next quarter.</p> <p>SWLEP's apprenticeships target had been specifically aimed at employers which had not taken on an apprentice before. This involved much more engagement to convert the opportunity. SWLEP had run campaigns and events in collaboration with the Careers Hub for the focus in schools and parents had an increasing awareness of apprenticeships, so this may improve over time. The Skills &amp; Talent Subgroup monitored this activity.</p> <p>BM was on the board of two colleges and offered his assistance.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</b></p>	
<b>7.0</b>	<b>Budget management: Q1 2023-24 Report</b>	
	<p>CSk spoke to the paper and outlined the current position with the accounts as of 19 September 2023.</p> <p>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/2023/28-sept/230927_finance-board-meeting_v1.pdf?sfvrsn=69438814_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/28-sept/230927_finance-board-meeting_v1.pdf?sfvrsn=69438814_3</a></p> <p>It had always been expected that the BCC would operate at a loss in its first year of operation and funds had been allocated accordingly and activity was ramping up. The negative figure in Q1 was because the BCC had not generated as much income as budgeted and additional invoices had been received covering annual subscription renewals.</p> <p>Although the accounts showed £0.5m in the bank, SWLEP did not have a cashflow issue; additional funds were available but were taking time to be transferred to SWLEP from the Accountable Body including SWLEP's core funding for 2023-24 and GPIF interest. These were expected soon as was Growth Hub core funding for Q1 and Q2.</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>	
<b>8.0</b>	<b>Swindon plans for regeneration and levelling up</b>	



Item	Narrative	Deadline
	<p>At this item, the Chair handed over to the Deputy Chair to continue managing the meeting.</p> <p>DD from Swindon Borough Council could not attend the meeting today and the item would be rolled over to the next meeting. However, JR advised the meeting that the UKSPF work was ongoing, and the Council would be able to update in due course.</p>	
<b>9.0</b>	<b>Wiltshire Council's Shared Prosperity Fund (UKSPF)</b>	
	<p>VM gave a presentation to the meeting on Wiltshire Council's Shared Prosperity Fund and highlighted the streams of activity involved. The themes were aligned with the Levelling Up White Paper being:</p> <ul style="list-style-type: none"> <li>• Community and Place;</li> <li>• Local Business; and</li> <li>• People and Skills</li> </ul> <p>and were broken down into nine workstreams. Wiltshire Council's Local Plan had already been published, so demonstrated where the gaps were and where funds should be allocated. A Local Partnership Board had been established to monitor activity to which SWLEP was invited.</p> <p>A table outlining the themes and programmes can be accessed here:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/28-sept/wiltshire-ukspf-swlep.pdf?sfvrsn=b7775aa0_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/28-sept/wiltshire-ukspf-swlep.pdf?sfvrsn=b7775aa0_3</a></p> <p>There had been significant delay in government funding coming through and the Council did not want to start projects "at risk", so it was trying to maximise delivery this year. VM outlined some workstreams of the UKSPF which included:</p> <ul style="list-style-type: none"> <li>• The UKSPF monies allowed the Council to continue with some activity which had been due to close, such as Warm and Safe which tackled fuel poverty, and targeting people furthest from the workplace with Building Bridges in collaboration with Community First and Swindon Borough council, a previous ERDF programme. The fund also allowed the Council to expand its programme of rural connectivity with an on-demand bus service in places such as Mere and Pewsey, although the waiting time for delivery of new energy efficient minibuses was significant.</li> <li>• The call for Invest in Wiltshire funds for businesses had now closed and was oversubscribed. DS offered a conversation offline on how the Growth Hub might be able to assist those businesses which had been unsuccessful, so they had access to Net Zero support.</li> <li>• The Business Fit for the Future workstream was a mix of business advice and some grants to support start-up and digitisation.</li> </ul>	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> <li>The funding for the Skills to NetZero workstream was aligned with the Local Skills Improvement Plan and conversations had been had together with Wiltshire College &amp; University Centre on the Local Skills Improvement Fund.</li> <li>Sustaining Work programme was not due to start until March 2024. This fund would help people into work and continue to be supported in their role and therefore to sustain work going forward.</li> <li>The Multiply programme was for people aged 18 or over who had not reached a Level 2 in maths. The programme would focus on the use of maths in practical ways such as budgeting or to develop workplace numeracy skills. A range of organisations were working on delivery This tackled both the area of skills and social inclusion.</li> </ul> <p>A prospectus was available detailing the activity in the nine workstreams and the budgets allocated. The prospectus can be found by following the link below.</p> <p><a href="https://www.wiltshire.gov.uk/media/10891/UKSPF-Public-Briefing/pdf/Wiltshire_Council_UKSPF_Public_Briefing.pdf?m=638126641041800000">https://www.wiltshire.gov.uk/media/10891/UKSPF-Public-Briefing/pdf/Wiltshire_Council_UKSPF_Public_Briefing.pdf?m=638126641041800000</a></p>	
<b>10.0</b>	<b>SME Competitiveness programme summative assessment</b>	
	<p>CS gave a presentation summarising the Summative Assessment of the SME Competitiveness Programme. The report had been quality assured and signed off by DLUHC. The presentation can be accessed by using the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/2023/18-sept/sme-comp'-project-summary.pdf?sfvrsn=464ce6ef_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/2023/18-sept/sme-comp'-project-summary.pdf?sfvrsn=464ce6ef_3</a></p> <p>The Board was alerted to the fact that there was only a 6% variance in spend, well below the 15% threshold and to c.2,000 hours of additional support provided which could not be claimed because they fell below the three-hour threshold. These were predominantly COVID-support grant enquiries. Overall, the report was very positive can be accessed using the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/2023/18-sept/erdf-sme-competitiveness-project-summative-assessment---final-v2.pdf?sfvrsn=8307f758_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/2023/18-sept/erdf-sme-competitiveness-project-summative-assessment---final-v2.pdf?sfvrsn=8307f758_3</a></p> <p>CS offered his thanks to Wiltshire Council and Swindon Borough Council as well as other stakeholders for their support, particularly at the start of the programme.</p>	



Item	Narrative	Deadline
	Growth Hub delivery was part of the negotiations of LEP transition with the Local Authorities. It was essential not to lose service momentum with the potential break in delivery.	
<b>11.0</b>	<b>Subgroup updates</b>	
	<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><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/28-sept/swlep-board--subgroup-update-28-september-2023-with-notes.pdf?sfvrsn=4f9c7e_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/28-sept/swlep-board--subgroup-update-28-september-2023-with-notes.pdf?sfvrsn=4f9c7e_3</a></p> <p><b>Business Environment Subgroup (Slides 2-3)</b> AN spoke to the meeting and thanked IW for his help as Deputy Chair of the Subgroup and hoped he would continue attendance at the new, combined Subgroup. AN would continue as Chair and SW and TH would be Co-Deputy Chairs.</p> <p><b>Action: meeting to be arranged to discuss way forward for the newly formed Subgroup.</b></p> <p><b>Ideas, Infrastructure &amp; Place (IIP) Subgroup (Slides 4-5)</b> SW spoke to the meeting and outlined the items covered which included:</p> <ul style="list-style-type: none"> <li>• long-term infrastructure rail projects, such as The Western Gateway's Rail Vision and the APPG Freight &amp; Logistics Vision 2050; and</li> <li>• forward plans for iCAST and hydrogen.</li> </ul> <p><b>Skills &amp; Talent Subgroup (Slides 6-8)</b> CK spoke to the meeting and outlined the many items covered which included:</p> <ul style="list-style-type: none"> <li>• the Local Skills Improvements Plan (LSIP) for which the Skills &amp; Talent Subgroup would provide governance;</li> <li>• the Local Skills Improvement Fund (LSIF) bid with Wiltshire College &amp; University Centre working in collaboration with New College Swindon;</li> <li>• the ongoing good performance of the area's Careers Hub; and</li> <li>• the skills strands of the UK Shared Prosperity Fund from both Local Authorities.</li> </ul>	<b>Oct 2023</b>
<b>12.0</b>	<b>AOB</b>	
	DS spoke to the meeting and advised the current situation regarding DHLUC representatives. The previous Area Lead and Deputy Area Lead had both moved on within the Department and SWLEP was currently without designated representatives. To cover this interim period whilst replacements were being recruited and onboarded, contact had been established with the	



Item	Narrative	Deadline
	West of England's representatives, Joe Coyne and Oliver Rooke, who would be offering support in the meantime if needed. DS would keep the Board updated of any staffing developments.	
	<b>Date of next meeting</b>	
	Thursday, 23 November  Directors to meet at 9am start of the public meeting at 9.30am.	
	<b>Meetings for 2024</b>  Thursday, 25 January Thursday, 21 March  Other dates to be confirmed.  Meetings will be held via video / teleconference unless otherwise advised.	
	<b>The meeting closed at 11.26am</b>	



**Intentionally left blank – questions received from members of the public will be circulated ahead of the meeting.**



<b>Report Security Level:</b>	Confidential <input type="checkbox"/>	Restricted <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>
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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 November 2023		
<b>Subject:</b>	Acting Chief Executive's Report		
<b>Attachments:</b>	None		
<b>Author:</b>	Debby Skellern	<b>Total no of sheets:</b>	4

<b>Papers are provided for:</b>	Approval <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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## 1. Purpose

- 1.1. This report enables Board Directors to view a range of issues in one paper, raising items for approval, discussion or noting.

## 2. Summary

- 2.1. The paper updates the Board on a range of governance arrangements:
- 2.1.1. Board Director tenure and reappointment;
  - 2.1.2. SWLEP's Annual General Meeting date;
  - 2.1.3. LEP Functions Draft Transition Plan compilation;
  - 2.1.4. Annual Accounts and Audit 2022/23;
  - 2.1.5. Annual Report 2022/23;
  - 2.1.6. Governance Framework Subgroup update; and
  - 2.1.7. list of external engagement activity undertaken since the last meeting.

## 3. Recommendations

- 3.1. The Swindon & Wiltshire Local Enterprise Partnership Board is asked to:
- 3.1.1. approve the reappointment of Suzanne Wigmore for a second term as a Director of SWLEP Limited;
  - 3.1.2. approve the reappointment of Prof Ian White for a second term as a Director of SWLEP Limited;
  - 3.1.3. approve the date of SWLEP's Annual General Meeting as 25 January 2024;
  - 3.1.4. approve the delegation of the review and agreement of the Draft LEP Transition Plan to the SWLEP Chair with the support of the CEO; and
  - 3.1.5. note the remaining contents of the report.

#### **4. Board Directors Tenure and reappointment – for approval**

- 4.1. The first three-year term of tenure as Board Directors of SWLEP Limited for Suzanne Wigmore and Prof Ian White both come to an end in December 2023. Both Directors have indicated that they would like to continue their roles on the Board and they are seeking the approval to be reappointed for a second three-year term. Second term appointment is permitted within SWLEP's Articles of Association, its Governance Framework and complies with the National Local Growth Assurance Framework guidance. The Board is asked to give its approval for their reappointment.
- 4.2. Col Gary McDade will be starting a new role overseeing Army Cadets nationally and as a result will be stepping down from his role as a Director of the SWLEP Board before the end of the calendar year. The November Board will therefore be his last meeting. There is likely to be a gap before his successor as Commander of the South West will be identified and takes up the role. The role as Commander of the South West holds a permanent seat as a Director on the SWLEP Board. The Board is asked to give its thanks to Col Gary McDade for his support for the work of the Board.
- 4.3. As reported at the July 2023 Board meeting, Carole Kitching has stepped down as Principal and CEO of New College & University Centre Swindon in August 2023 but remains employed there until the end of December 2023. The Board is asked to approve Iain Hatt as the Board's Further Education representative upon Carole's resignation from the College. The Board is asked to give its thanks to Carole for her service in support of the SWLEP Board and in driving forward the work of the Skills & Talent Subgroup both as a partner and Chair and subsequently in her capacity as a Director of the Board.

#### **5. Annual General Meeting – for approval**

- 5.1. SWLEP, as a company limited by guarantee, is required to hold an Annual General Meeting. It is proposed that the next AGM takes place on 25 January 2024 as an extension to the Board meeting already scheduled to take place. The last AGM took place in January 2023.
- 5.2. It is a Company Law requirement that the AGM takes place in person and that members should be invited to attend. Board directors are asked to approve the date for the AGM.

#### **6. LEP Functions Draft Transition Plan – for approval**

- 6.1. The SWLEP Board LEP Transition Working Group has agreed to meet monthly and has held three meetings to date on 10 August, 17 October and 16 November. It oversees the LEP transition negotiations on behalf of SWLEP and comprises eight Board Directors.
- 6.2. The Local Authority LEP Functions Working Group continues to meet every two weeks and comprises the Head of Strategic Place Making at Swindon Borough Council, the Head of Economy and Regeneration at Wiltshire Council, and Acting CEO SWLEP. Draft working proposals for the delivery of LEP core functions, Growth Hub core functions and Careers Hub delivery from 1 April 2024 have been developed by SWLEP and have been shared with both local authority partners to help inform their internal discussions. Formal feedback has been requested and is awaited pending meetings taking place between the

Corporate Leadership Teams of Swindon Borough Council and Wiltshire Council. At present, consensus between the local authorities has not been reached.

- 6.3. There is the requirement for a LEP Transition Plan to be returned to government officials by 30 November, submitted by SWLEP's Accountable Body on behalf of the area, with the agreement of Swindon Borough Council and SWLEP, as stipulated by government. The plan indicates the status of discussions and, where known, what the future will be in terms of the continuation of delivery from April 2024. It includes an update on geographic coverage for proposals, business voice and programmes alongside integration process and legacy for those LEPs which may dissolve. The draft plan is not expected to be circulated by Wiltshire Council to Swindon Borough Council and SWLEP for their review until 22 November.
- 6.4. The Transition Plan template will be reviewed by the SWLEP Board LEP Functions Working Group on 16 November 2023. The SWLEP Board is asked to delegate the review of the draft Transition Plan to the SWLEP Chair and Acting CEO ahead of its submission to government.

## **7. Annual Accounts 2022/23 and Financial Audit – for information**

- 7.1. SWLEP is required to compile and submit annual accounts to Companies House. These are due to be submitted by 31 December 2023. In the interests of transparency, full accounts are compiled each year which is over and above what is required for a company of SWLEP's size. The Annual Accounts will be presented to SWLEP's members at its Annual General Meeting (AGM). Draft annual accounts have been produced to meet these deadlines.
- 7.2. A financial audit has been undertaken in line with the terms of SWLEP's governance arrangements. No concerns with the financial management of the company have been raised. Two observations and a risk were noted for management's response:
  - 7.2.1. compilation of quarterly management accounts to make the Annual Accounts simpler and faster to complete. This proposal is being explored;
  - 7.2.2. update to the Board Directors' Registers of Interest on the SWLEP website. These were updated over the summer and are complete; and
  - 7.2.3. the impact of the loss of government funding on the business. This will be informed by the LEP Transition negotiations and monitored through financial reporting.

## **8. Annual Report – for information**

- 8.1. At its meeting on September, the Board agreed the text in the annual report with the exception of the finance page, approval of which was delegated to the SWLEP Chair. This approval was given, and the updated Annual Report 2022/23 has been published on the SWLEP website.

## 9. Governance Framework: subgroup merger – for information

- 9.1. At its meeting in September, the Board agreed to merge the Business Environment and Ideas, Infrastructure and Places Subgroups. The Governance Framework has been updated to reflect this decision. This required amendments to the Section B: Board Constitution and Section E: Assurance Procedures.
- 9.2. In the absence of any update to the National Local Growth Assurance Framework guidance since 2021, it is not proposed to make further amendments to the Governance Framework at this time. However, depending on the LEP Functions and Transition negotiations, the Governance Framework and SWLEP's Articles of Association may require further amendment next quarter.

## 10. Business Festival 2023

- 10.1. The Business Festival took place at the BCC on 15 November and was very successful in showcasing the BCC's flexible meeting room and event space. The team received lots of positive feedback on the day in terms of holding an event of this kind, as well as the design format and flow of the day. Alison North made an opening speech as Deputy Chair of SWLEP and the Board's SME Champion and was followed by opening addresses by event sponsors, the Western Gateway and Thrings. Unfortunately, the third main sponsor, Nationwide Engineering, was unable to attend due to illness. Approximately 380 people registered to attend and exhibit at the event which comprised business stands alongside a seminar programme.

## 11. External engagement 28 September to 22 November 2023 – for information

Date 2023	Activity
25 Sept	IAAPS Launch
29 Sept	Swindon Town Advisory and Engagement Group
12 Oct	National Grid Path to Net Zero workshop
16 Oct	Sustainability Shorts: Hydrogen Talk
19 Oct	Westbury Site Development Group
20 Oct	Trowbridge Place Partnership
2 Nov	Swindon Strategic Health and Planning Meeting
9 Nov	Western Gateway Chief Executives meeting
14 Nov	South West Net Zero Hub Board
15 Nov	Business Festival 2024
21 Nov	University of Bath Centre for Doctoral Training bid EPSRC interview



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<b>Meeting &amp; Date:</b>	SWLEP Board Meeting – Thursday, 23 November 2023		
<b>Subject:</b>	Budget management: Q2 and Q3 (to 8 November) 2023-24 Report		
<b>Attachments:</b>			
<b>Author:</b>	Charlotte Skinner	<b>Total no of sheets:</b>	4

<b>Papers are provided for:</b>	Approval <input type="checkbox"/>	Discussion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
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### **1. Purpose**

- 1.1. To provide the Board with details of income and expenditure for Q2 and Q3 (to 8 November) 2023-24.

### **2. Summary**

- 2.1. This paper provides a summary position of income, expenditure and net margin for Q2 and Q3 (to 8 November) 2023-24.
- 2.2. Q1 and Q2 have negative net trading positions of £272,000 and £365,000 respectively. However, apportioning outstanding income to these quarters reduces these to negative trading positions of £80,000 and £90,000 respectively. These negative trading positions are mostly due to the BCC where income has not increased as rapidly as budgeted. Although income from the BCC is increasing, due to high operating costs, it will operate at a negative trading position in 2023-24.
- 2.3. Q3 to 8 November has a positive trading position of £215,000. Assigning unreceived income changes this to a positive trading position of £160,000. As this covers less than half of the quarter there is likely to be considerable change to this when the full quarter is presented.
- 2.4. In Q3 we received our LEP Core funding for the year as well as our last SME Competitiveness funding, which is paid in arrears. We are still awaiting Growth Hub Q1 and Q2 funding, and GPIF interest, which we hope to receive late November once Wiltshire Council's new payment system has gone live.
- 2.5. We do not currently have a cash flow issue with operations financed from our bank account which has a balance of £0.65m.

### **3. Recommendations**

- The Swindon & Wiltshire Local Enterprise Partnership Board is recommended to:
- 3.1. note the financial position of the company for Q1, Q2 and Q3 (to 08.11.23) in financial year 2023-24.

#### 4. Detail

4.1. The financial position of the company for Q1, Q2 and Q3 (to 08.11.23) in financial year 2023-24 is shown in the table below.

#### Quarterly income and expenditure for 2023-24

	Q1	Q2	Q3 to 08/11/23	YTD
GPIF interest income	£169,428	£0	£0	£169,428
Grant income	£12,500	£12,606	£474,010	£499,116
Sales income	£72,164	£85,871	£40,649	£198,684
<b>Total Income</b>	<b>£254,092</b>	<b>£98,477</b>	<b>£514,659</b>	<b>£867,228</b>
Travel related expenses	£9,042*	£1,518	£274	£10,835
Advertising & Marketing	£4,740	£5,453	£1,141	£11,334
Consulting/Professional fees	£55,133	£60,019	£10,163	£125,315
Bank fees	£567	£481	£203	£1,251
BCC costs (rates, rent, maintenance)	£132,621	£116,274	£51,312	£300,207
Staff costs	£229,333	£221,063	£57,519	£507,915
Insurance	£0	£10,275	£0	£10,275
IT, Software and Consumables	£80,878	£39,604	£9,247	£129,729
Delivery partner payments	£13,516	£0	£168,433	£181,949
<b>Total expenditure</b>	<b>£525,829</b>	<b>£454,689</b>	<b>£298,292</b>	<b>£1,278,810</b>
<b>Difference</b>	<b>-£271,737</b>	<b>-£356,212</b>	<b>£216,367</b>	<b>-£411,583</b>

\* Travel costs here include those attributable to staff on secondment, where we are re-claiming the money from the host companies.

- 4.2. Q1 and Q2 2023-24 have negative net trading positions of £272,000 and £365,000 respectively.
- 4.3. Grant income from the last two SME competitiveness programme claims and LEP Core funding for the year was received so far in Q3. At present Q3 therefore shows a positive trading position of £216,000 with the year to date trading position at negative £411,000.
- 4.4. We are awaiting receipt of GPIF interest and Growth Hub Q1 and Q2 funding which we hope to receive late November once Wiltshire Council's new payment system has gone live.
- 4.5. To aide comparison of income and expenditure the table below has been adjusted to assign income into the quarter for which it is attributable.

**Quarterly income and expenditure for 2023-24; Adjusted for late income**

	Q1	Q2	Q3 to 08/11/23	YTD
GPIF interest income	£169,428	£140,061	£129,661	£439,150
Grant income	£364,260	£140,356	£127,750	£632,366
Sales income	£72,164	£85,871	£40,649	£198,684
<b>Total Income</b>	<b>£605,852</b>	<b>£366,288</b>	<b>£298,060</b>	<b>£1,171,582</b>
Travel related expenses	£9,042	£1,518	£274	£10,835
Advertising & Marketing	£4,740	£5,453	£1,141	£11,334
Consulting/Professional fees	£55,133	£60,019	£10,163	£125,315
Bank fees	£567	£481	£203	£1,251
BCC costs (rates, rent, maintenance)	£132,621	£116,274	£51,312	£300,207
Staff costs	£229,333	£221,063	£57,519	£507,915
Insurance	£0	£10,275	£0	£10,275
IT Software and Consumables	£80,878	£39,604	£9,247	£129,729
Delivery partner payments	£171,413	£0	£10,536	£181,949
<b>Total expenditure</b>	<b>£683,726</b>	<b>£454,689</b>	<b>£140,395</b>	<b>£1,206,438</b>
<b>Difference</b>	<b>-£77,874</b>	<b>-£88,401</b>	<b>£157,665</b>	<b>-£34,856</b>

4.6. Apportioning income to the correct quarters reduces Q1 and Q2 to negative trading positions of £80,000 and £90,000 respectively. These negative trading positions are mostly due to the BCC where income has not increased as rapidly as budgeted. Although income from the BCC is increasing, it will operate at a negative trading position in 2023-24.

4.7. The table below details the income and expenditure for Q1, Q2 and Q3 (to 08.11.23) against budget. Here the income is again attributed to the quarter in which the spend occurs.

**Quarterly income and expenditure for 2023-24 actuals and budget**

		Q1	Q2	Q3 (to 08.11.23)
<b>Income</b>	Budget	£534,552	£494,963	£579,329
	Actual	£507,234	£366,288	£298,060
	<b>Difference</b>	<b>-£27,318</b>	<b>-£128,675</b>	<b>-£281,270</b>
<b>Expenditure</b>	Budget	£535,218	£430,681	£415,241
	Actual	£611,355	£454,689	£140,395
	<b>Difference</b>	<b>£76,137</b>	<b>£24,009</b>	<b>-£274,846</b>
<b>Net position</b>	Budget	-£666	£64,283	£164,088
	Actual	-£104,121	-£88,401	£157,665
	<b>Difference</b>	<b>-£103,454</b>	<b>-£152,684</b>	<b>-£6,423</b>



- 4.8. In Q1 income was lower than budgeted by £27,000. This is mostly due to lower than budgeted BCC sales. A similar position is seen in Q2 where income is £130,000 below budget, which again is primarily due to BCC and other commercial activity. The income from the BCC was £52,000 in Q1 and £72,000 in Q2.
- 4.9. The Q3 figures are likely to change significantly from those presented due to composition halfway through the quarter. It is however likely that the income will again be below that of budget.
- 4.10. Expenditure for Q1 was £76,000 above budget. This is partly due to annual costs relating to the BCC which were not initially in the budget, in addition to legal costs for GPIF loans. Q2 expenditure was £24,000 over budget, mostly due to staffing costs which has substantially reduced into Q3.
- 4.11. We do not currently have a cash flow issue with operations financed from our bank account currently at a balance of £0.65m.



## **Presentation**

### **Subgroup updates**

- **Skills & Talent**
- **Business, Ideas, & Place**