



<b>Attending:</b>	<b>Board Directors:</b> Paddy Bradley, MBE (PB) Tom Harrison (TM) Carole Kitching (CK) Basit Mohammed (BM) Paul Moorby, OBE (PJM) Cllr Jim Robbins (JR) – left the meeting at 10.25am José St Clair (JSC)	<b>Board Advisers:</b> None  <b>Observers:</b> None
<b>Apologies:</b>	<b>SWLEP Directors</b> Richard Clewer (RC) Doug Gale MBE (DG) Andrew Gudgeon, OBE (AG) Ramona Derbyshire (RD) Col Gary McDade (GMC) Mark Matthews (MM) Alison North (AN) - Deputy Chair Prof Ian White (IW) Suzanne Wigmore (SW) <b>Wiltshire Council</b> Leanne Sykes (LS) and Alison Robinson (AR) as representatives of S151 officer of Wiltshire Council	
<b>In attendance:</b>	<b>SWLEP Ltd</b> Tim Burghes (TB) / Tom Marshall (TM) / Debby Skellern (DS) / Charlotte Skinner (CSk) / Chris Stevens (CS) <b>Swindon Borough Council</b> Richard Bell (RBe) <b>Wiltshire Council</b> Rory Bowen (RB) / Victoria Maloney (VM) <b>Representatives from the Department for Levelling Up, Housing &amp; Communities (DLUHC)</b> Emily Manser (EM)	
<b>Guest(s):</b>	Paul Gallagher and Charlie Haywood-Heath of Hatch	
<b>Chair:</b>	Paul Moorby (PJM)	
<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 9.32am 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>The Chair paid tribute to Cllr David Renard for his leadership of Swindon Borough Council (SBC) and the breadth of knowledge and experience he had brought to the SWLEP Board. A warm welcome was extended to Cllr Jim Robbins, in his new role as Leader of SBC. Cllr Robbins introduced himself to the meeting and outlined the three overarching missions of the new administration:</p> <ul style="list-style-type: none"> <li>• to reduce inequality in the town,</li> <li>• to look at facilities Swindon needed over the next 30-40 years, and</li> <li>• the NetZero and carbon reduction agenda.</li> </ul> <p>Emily Manser, as Cities &amp; Local Growth Unit representative, explained her role as Area Lead for Swindon and Wiltshire.</p> <p><b>Conflicts of Interest</b> Cllr Robbins declared his employment with UKRI.</p> <p><b>Action: DKH to send appropriate documentation for completion as new Director to the Board.</b></p>	<b>May 2023</b>
<b>2.0</b>	<b>Review of minutes and matters arising</b>	
<b>2.1</b>	The minutes of the Board Meeting held on 30 March 2023 were reviewed and approved.	
<b>2.2</b>	<p><b>Matters Arising:</b></p> <p>Matters Arising had been completed or were on agenda.</p>	
<b>3.0</b>	<b>Submitted questions</b>	
	No submitted questions had been received for this agenda.	
<b>4.0</b>	<b>Local Economic Assessment (LEA)</b>	
	<p>PB explained the background to the item. SWLEP usually commissioned a Local Economic Assessment every two years and had done so for the past ten years. However, it was deemed necessary to produce an LEA this year as well as last year to obtain a clearer picture of the economic health and recovery of the area after the impact of COVID.</p> <p>Paul Gallagher and Charlie Haywood-Heath from Hatch presented to the meeting. The presentation reviewed the following and their impact for the Swindon and Wiltshire area:</p> <ul style="list-style-type: none"> <li>• macroeconomic challenges, such as the war in Ukraine and the withdrawal from the EU;</li> <li>• output and productivity, such as the impact from COVID-19 and the worst affected sectors;</li> </ul>	



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	<ul style="list-style-type: none"> <li>business and sectors, such as the number of business births and deaths and the sectors of potential growth;</li> <li>people and labour markets, such as the numbers of the population economically inactive and levels of educational attainment;</li> <li>socio-economic issues, such as child poverty and areas of social deprivation;</li> <li>infrastructure and environment, such as digital connectivity and decarbonising the economy; and</li> <li>future trends, such as an ageing population and job losses through automation.</li> </ul> <p>More detailed information can be found in the presentation which can be accessed via the following link.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/25-may/final-lep-board-presentation-25.5.23-.pdf?sfvrsn=39d2ae56_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/25-may/final-lep-board-presentation-25.5.23-.pdf?sfvrsn=39d2ae56_3</a></p> <p>In answer to a question about analysis of green skills jobs across a range of employment sectors, colleagues from Hatch commented that in the first instance it was difficult to define green skills jobs, as the whole economy had to become geared towards green skills. For example, in construction, it was about the way you build and the materials you built with. Jobs in every sector would have to encompass green skills in some form. This had already been discussed at the Skills &amp; Talent Subgroup and a report had been produced which had been shared with Business West. However, this work had been paused whilst the Local Skills Improvement Plan (LSIP) was being developed. Should this not be an area which was highlighted in the Plan, SWLEP would continue with the process, focussing in particular on transport, manufacturing and construction and the routes people needed to take.</p> <p>A detailed LEA report had been produced to be published on the SWLEP website once approval had been received from the Board. This would then be available for all stakeholders.</p> <p>The Chair advised the Board that the questionnaires from government on the activities of the SWLEP had now been submitted by SWLEP and both councils. EM advised that the department had been reviewing the questionnaires as they were received and an analysis meeting with the policy team would be held shortly, which may elicit further questions. It was hoped that some direction of travel would be announced by the summer.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED the Local Economic Assessment (LEA) as presented.</b></p> <p>Hatch was thanked for the informative presentation.</p>	



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<b>5.0</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>• with the change in administration at Swindon Borough Council, amendments would be made to both the SWLEP website and Companies House to replace David Renard with Cllr Jim Robbins;</li> <li>• as a consequence, a letter of thanks would be sent to David for his years of service to the SWLEP Board;</li> <li>• the LEP Network was a central point of contact to government for LEPs operating as a group. It had recognised that funding for LEPs had reduced and therefore, had also reduced its fees. The recommendation was that SWLEP should continue to pay these fees for another year;</li> <li>• the CEO requested that more Board Directors joined the Subgroups as standing members;</li> <li>• the GPIF loan Working Group had the advice of two external advisers from the Finance sector to assist with decision-making. However, one of these advisers had now left the group owing to time pressures and a replacement was needed. The profile for the suggested candidate was in the paper.</li> </ul> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b>  <b>AGREED</b> to the recommendation to pay the LEP Network subscription fee for 2023-24 of £3,500 plus VAT;  <b>AGREED</b> to the recommendation to invite Kat Wellum-Kent to join the GPIF working group as an external financial adviser on a voluntary basis;  <b>WELCOMED</b> Cllr Jim Robbins to the Board as the Leader of Swindon Borough Council;  <b>AUTHORISED</b> the Chair to send a letter of thanks on behalf of the Board to David Renard for his long-standing service and who has now stepped down from the SWLEP Board following the outcome of the local election in Swindon; and  <b>NOTED</b> the remaining contents of the report.</p>	
<b>6.0</b>	<b>Budget management</b>	
<b>6.1</b>	<p><b>Finance Report 2022-23</b></p> <p>CSk spoke to the paper, which was showing a minimal update since that of the last Board Meeting.</p> <p>The Business Cyber Centre was showing a loss, but overall, the report was as had been projected.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board:</b></p>	



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6.2	<p><b>NOTED</b> the financial position of the company for the financial year 2022-23.</p> <p><b>Budget Plan 2023-24</b> CSk spoke to the paper detailing the anticipated income and expenditure for FY 2023/24. Should the SWLEP hit the income targets, it would not need to access its reserves. The surplus shown would go against defraying costs. Increasing tenants and events at the Business Cyber Centre would lead to invaluable income.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: APPROVED</b> the budget of the company for the financial year 2023-24.</p>	
7.0	<b>Delivery Plan 2022/23 Q4 Performance and overall</b>	
	<p>CSk spoke to the paper which detailed the progress of the SWLEP's delivery plan against its Local Industrial Strategy (LIS) and showed the RAG-rating of various activities within Business Areas. All were rated at GREEN or AMBERGREEN.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED</b> the contents of the report.</p>	
8.0	<b>Subgroup updates</b>	
	<p>The discussion points of the latest Subgroup meetings were presented. The presentation can be accessed using the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/25-may/subgroup-updates-25-may--board-mtg.pdf?sfvrsn=3f99fd16_3">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/25-may/subgroup-updates-25-may--board-mtg.pdf?sfvrsn=3f99fd16_3</a></p> <p><b>Business Environment Subgroup (Slides 2-3)</b> Owing to AN's absence, PB updated the meeting of the discussions at the Subgroup. As well as the usual update reports from the Business Cyber Centre and the Growth Hub, reports were also given about the recent Rural Economy Sector Group (RESG) meeting, Wiltshire Council's workshop for SMEs to bid for contracts and a quarterly Labour Market Intelligence (LMI) on skills and jobs for the area.</p> <p><b>Ideas, Infrastructure &amp; Place (IIP) Subgroup (Slides 4-5)</b> In SW's absence, TH updated the meeting on items discussed at the Subgroup, including:</p> <ul style="list-style-type: none"> <li>• a presentation on the All-Party Parliamentary Group (APPG) Freight &amp; Logistics to which TH attended on behalf of SWLEP;</li> <li>• an update on SWLEP's involvement of the Sub National Transport Bodies of England's Economic Heartland (EEH) and the Western Gateway SNTB; and</li> </ul>	



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	<ul style="list-style-type: none"> <li>SWLEP working with Ipsos and DfT to co-ordinate work assessing the economic impact of road improvements.</li> </ul> <p><b>Skills &amp; Talent Subgroup (Slides 6-7)</b> CK spoke to the meeting and outlined some key discussion points, the largest of which was the <b>Local Skills Improvement Plan (LSIP)</b> for the Swindon and Wiltshire area being co-ordinated by Business West. This report was due for submission to the DfE by 31 May.</p> <p>Other items mentioned were:</p> <ul style="list-style-type: none"> <li>presentation on the outcomes and careers education provision for learners with special educational needs and/or difficulties (SEND);</li> <li>a workshop coordinated by the Careers Hub on behalf of the Careers Enterprise Company to gain local feedback on technical education routes and level of awareness amongst employers; and</li> <li>presentations by both Swindon and Wiltshire councils on the progress of the Multiply Programme, a DfE-funded programme to target adults with low levels of mathematical knowledge and skills.</li> </ul>	
<b>9.0</b>	<b>Programme Status report</b>	
	<p>PB spoke to the paper. The report now mainly consisted of the loans within the Growing Places Infrastructure Fund.</p> <p>PB highlighted three key loans:</p> <ul style="list-style-type: none"> <li>Advanced Bio Fuels was RAG-rated at AMBERRED as it was still negotiating with investors to support its cashflow. The company was now seeking a change to its payment plan to support the cashflow position;</li> <li>Recycling Technologies had gone into administration and was RAG-rated at RED. SWLEP had been advised that it would probably only receive pence in the pound back for the money loaned, so in effect, the monies had been written off. The company would remain on the status report until SWLEP had heard definitively that it would not be receiving the return of any funds; and</li> <li>the capital outstanding on the loan to Our Wilton had been returned to the GPIF pot, but the company was still to pay interest accrued. The loan was currently RAG-rated at RED as the interest was overdue. The company was involved in a prolonged debate with the developer of the site and Wiltshire Council about an issue of planning regulations. Our Wilton had indicated the resolution of this issue was important to its future operations and income streams. The uncertainty had led to a delay in repaying the interest. SWLEP would seek to close the issue as soon as possible.</li> </ul> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</b></p>	
<b>9.0</b>	<b>AOB</b>	



Item	Narrative	Deadline
	There were no additional items.	
	<b>Date of next meeting</b>	
	Thursday, 20 July 2023  Directors to meet at 9am start of the public meeting at 9.30am.	
	<b>Future Meetings for 2023</b>  Thursday, 28 September Thursday, 23 November  Meetings will be held via video / teleconference unless otherwise advised.	
	<b>The meeting closed at 11.35am</b>	

**24 July 2023**