



Attending:	Board Directors: Paddy Bradley, MBE (PB) Ramona Derbyshire (RD) - online Tom Harrison (TM) Col Gary McDade (GMc) Mark Matthews (MM) - online Basit Mohammed (BM) - online Paul Moorby, OBE (PJM) Alison North (AN) - Deputy Chair José St Clair (JSC) Suzanne Wigmore (SW)	Board Advisers: None Observers: None
Apologies:	SWLEP Directors Richard Clewer (RC) / Doug Gale MBE (DG) / Andrew Gudgeon, OBE (AG) / Carole Kitching (CK) / David Renard (DR) / Prof Ian White (IW) SWLEP Limited Tim Burghes (TB) / Chris Stevens (CS) Wiltshire Council Leanne Sykes / Alison Robinson, Section 151 representatives	
In attendance:	SWLEP Ltd Phil Clement (PC) part / Laura Hutchings (LH) / Ian Lloyd (IL) / Debby Skellern (DS) / Charlotte Skinner (CSk) Swindon Borough Council Richard Bell (RBe) Wiltshire Council Rory Bowen (RB) Representatives from Cities & Local Growth Unit Emily Manser (EM) and Jenna Hunt (JH)	
Guest(s):	Dee Temple-Multon (DTM), Business West – left the meeting at 11am Parsa Mohammadpour (PM) and Prof Maik Schneider – University of Bath	
Chair:	Paul Moorby (PJM)	
Minutes:	Deborah House (DKH)	
Location:	Business Cyber Centre, Unit 7, Greenways Business Park, Chippenham, SN15 1BN	

Item	Narrative	Deadline
1.0	Welcome / Apologies / Conflicts of Interest / Board resignation	
	The meeting opened at 10.05 am 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.	



Item	Narrative	Deadline
2.0	Review of minutes and matters arising	
2.1	The minutes of the Board Meeting held on 24 November 2022 were reviewed and approved.	
2.2	<p>Matters Arising:</p> <ul style="list-style-type: none"> SWLEP Ltd to communicate to members of SWLEP Ltd the change to deadline dates for the production of the Annual Report and audited accounts. <i>Update: this communication to be given at the AGM. The deadline for the production of the reports was given in the Governance Framework as 31 July. This had now been moved to 30 September.</i> <p>The other Matter Arising was completed.</p>	
3.0	Submitted questions	
	No submitted questions had been received for this agenda.	
4.0	Marketing Plan	
	<p>TB was unable to attend the meeting today owing to illness, so PB presented the item in his absence.</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/2023/26-jan/swlep-marketing-plan-2023-24.pdf?sfvrsn=b07cb639_3</p> <p>Key highlights:</p> <ul style="list-style-type: none"> consolidate social platforms, and be more active; drop platforms which were not working, but also review the reasons why; analyse the profiles of people who were using which platforms and target for different purposes; and Directors requested to support consistent messaging for SWLEP activity. <p>Once the strategic plan was in place, we would be able to execute the marketing plan.</p> <p>The Plan would be submitted for approval at the March Board meeting and PB requested volunteer Directors to form a small test group to trial the concepts and he would send them the document beforehand. JSC volunteered to assist in the development of the Marketing Plan.</p> <p>Action PB to link TB with JSC.</p>	



Item	Narrative	Deadline
	The Swindon & Wiltshire Local Enterprise Partnership Board: APPROVED the outline approach to drafting the Marketing Plan 2023-24, its structure, and its direction of development.	Feb 2023
5.0	Chief Executive's report	
	<p>PB spoke to the paper and outlined three key elements from the report.</p> <p>SWLEP Ltd's future EM advised the meeting that it was hoped to have news regarding LEP core funding for the next financial year and pan-regional partnerships, like The Western Gateway, shortly. There was discussion as to the future direction of the SWLEP which would be influenced by its ability to retain assets. The Chair noted that the Board was proceeding on the basis that the core GPIF (and other money held under previous initiatives) totalling approximately £12m were an unencumbered asset of SWLEP Limited. This position had, the Board believed, been confirmed by external auditors. SWLEP Ltd accounts published at Companies House had not been challenged. Furthermore, the Board had found no evidence to date of any claim on those assets via loan agreements, grant letters or other documentation.</p> <p>The Chair asked Government (via Emily Manser and team) and our S151 Officer to quickly advise if they had any information to assist, specifically if anything existed to challenge the current view of the Board.</p> <p>PJM noted that SWLEP Limited did not appear to be owned by either Wiltshire Council or Swindon Borough Council (or Government). The Board believed that the right to appoint Directors (from the Councils) was enshrined by the articles but nowhere else. Those articles can be amended by the members at their sole discretion. Neither Local Authority appeared to be members.</p> <p>PJM noted that he was making these comments as Chair to assist the Board and its advisors to facilitate the discussion on the future strategy of SWLEP Limited and not to promote one course or another.</p> <p>The Task & Finish Groups had been established to discuss Commercial Strategy. The three strands were:</p> <ul style="list-style-type: none"> • The Business Cyber Centre; • Business Support; and • the next capital programme. <p>The Commercial Strategy would come to the Board Meeting on 30 March.</p> <p>Department for Transport (DfT) PB thanked Director MM for flagging up his involvement in a study with DfT on the long-term impact of road development. This had been passed to the</p>	



Item	Narrative	Deadline
	<p>LEP Network and 10/12 LEPs were now interested in joining a discussion group to develop policy suggestions to put to the DfT.</p> <p>Growing Places Infrastructure Fund (GPIF)</p> <ul style="list-style-type: none"> • After a year’s delay, Our Wilton had repaid its capital loan, but we were still awaiting payment of the interest accrued. The funds would now be recycled to support other businesses. The repayment of the loan had taken a long time to resolve, and thanks were given to Phil Clement for his tenacity. • A further loan application from a different company would be coming for approval in the confidential Part Two of the meeting. <p>As a result of the situation with Our Wilton and Recycling Technologies going into administration, the review of loan applications was focussed on the impact on the cash flow of companies of increased energy costs, inflationary pressures and customer confidence. To manage our costs, we would now charge a set-up fee for the loans. The fact that Our Wilton was a Community Interest Company (CIC) would not prevent SWLEP from reviewing loan applications from other CICs in the future.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: DISCUSSED the issues raised in paragraphs 4.10 to 4.17 on the future direction of SWLEP Ltd and defined any necessary next steps; and NOTED the remaining contents of the report.</p>	
6.0	Natural Capital PhD study	
	<p>Parsa Mohammadpour presented to the meeting on the progress made with the Natural Capital PhD study to implement a proper theory base on what impact development has on the natural environment. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/26-jan/swlep-board-presentation-jan-2023-sharing-verison.pdf?sfvrsn=eb758b5b_3</p> <p>A tool would be developed from the study which could be used in Business Case development and would show what needed to be done to compensate any negative impact on the natural environment.</p> <p>His Majesty’s Treasury (HMT) was keen to embed natural capital in the decision-making process. Digital mapping would be available across the country. This study would be helpful in determining the most beneficial place to invest in environmental compensation. Providing some compensatory measures close to a development may not be the best way to gain the maximum positive impact on the environment.</p>	



Item	Narrative	Deadline
	PM was thanked for a very informative presentation which generated a good discussion.	
7.0	Subgroup updates	
	<p>The discussion points of the latest Subgroup meetings were presented. The presentation can be accessed using the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2023/26-jan/subgroup-updates-26-jan-23-boardmtg-v2.pdf?sfvrsn=5be836a6_3</p> <p>Skills & Talent Subgroup (Slides 2-3) CK was unable to attend the Board Meeting today owing to an Ofsted inspection at New College, Swindon. PB updated the meeting in her absence.</p> <p>Business Environment Subgroup (Slide 4) AN advised the meeting of the discussions at the Subgroup. The meeting was also advised that the company, Hatch, was reworking the Local Economic Assessment (LEA) and this information would also feed into the business environment. The Growth Hub's Business Intelligence Report (BI) was issued to local MPs and other stakeholders and had been used particularly in discussions with Town Partnership Boards.</p> <p>Ideas, Infrastructure & Place Subgroup (Slides 5-6) TH updated the meeting, as he had chaired the last Subgroup meeting owing to SW's absence.</p>	
8.0	Reports for information and noting	



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<p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Delivery Plan 2022/23 Q3 progress report</p> <p>CSk spoke to the paper, confirming the current good progress. Reporting on the 2023-24 Delivery Plan will take a different approach following the Board discussion at the meeting in November 2022.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the report.</p> <p>Budget report Q3</p> <p>Overall, the company would make a trading loss in 2022-23 due to money used from reserves to cover the reduction in Government funding for SWLEP and Growth Hub core activities and the loss incurred in the first year of operating the BCC. Our cashflow was affected by delays in transferring funds owed to us from a range of sources from the Accountable Body to our account.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the financial position of the company up to end of Q3 in the financial year 2022-23.</p> <p>Programme Status Report</p> <p>PB spoke to the paper. The report was much smaller than previously as Local Growth Fund and Getting Building Fund programmes had now closed, and 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"> • 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 capital outstanding on the loan to Our Wilton had been returned to the GPIF pot, but the company was still to pay interest accrued. This was shortly to be settled. Hence, the loan was currently RAG-rated at AMBERRED; and • Advanced Bio Fuels was RAG-rated at AMBERRED as it was still negotiating with investors to support its cashflow. <p>The Swindon & Wiltshire Local Enterprise Partnership Board: NOTED the contents of the reports.</p>	
<p>9.0</p>	<p>AOB</p>	
	<ul style="list-style-type: none"> • The Directors' meeting scheduled for 16 March would be an in-depth overview of the Commercial Strategy prior to seeking approval at the March Board. 	



Item	Narrative	Deadline
	<ul style="list-style-type: none"> The Western Gateway (WG) had a new Chief Executive who would like to visit our area. WG had realised that it had not visited south of the county and was proposing a tour in the Salisbury area. The aim was for the military to host. The proposed date of w/c 27 March would be difficult for SWLEP as it was the same week as the Board Meeting. Details remained sketchy at present. <p>Action: GMc and AN to coordinate.</p>	<p>Feb 2023</p>
	<p>Date of next meeting</p>	
	<p>Thursday, 30 March 2023</p> <p>Directors to meet at 9am start of the public meeting at 9.30am.</p>	
	<p>Future Meetings for 2023</p> <p>Thursday, 25 May Thursday, 20 July Thursday, 28 September Thursday, 23 November</p> <p>Meetings will be held via video / teleconference unless otherwise advised.</p>	
	<p>The meeting closed at 11.45am</p>	

20 May 2023