



<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>	



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	<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>	



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	<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>	



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	<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>	





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	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	





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	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>	

**24 November 2023**