



Membership

Note 1: SWLEP attendance will be dependent on topics discussed

Note 2: Wiltshire Council attendance will be dependent on topics discussed

Note 3: Swindon Council attendance will be dependent on topics discussed

Name of Member	Organisation	Attendance
Claire Alexander (CA)	SWLEP	Apologies
David Andrews (DA)	VisitWiltshire	✓
Chris Baish (CB)	New College	✓
Rory Bowen (RB)	Wiltshire Council	✓
Paddy Bradley (PB)	SWLEP	✓
Becky Butland (BB)	NFU	✓
Phil Clement (PC)	SWLEP	Apologies
Dean Cook (DC)	Innovate UK	✓ - left meeting at 11.55am
Kathryn Crosweller (KC)	Chippenham Chamber	✓
Rachel Finlay (RFi)	Wiltshire Council	✓
Russell Frith (RF)	Wiltshire Council	✓
Sam Fox (SF)	Wiltshire Council	Apologies
Ruth Lambert (RL)	Federation of Small Business, FSB	Apologies
Karen Leigh (KL)	BEIS Representative	Apologies
Lee McQuade (LMcQ)	DIT	Apologies
Robin McGowan (RMcG)	Salisbury BID	✓
Tim Major (TM)	Thames Valley Chamber	Apologies
Sue Marchant (SM)	Cool Ventures	Apologies
Thomas Mason (TMa)	CLA	Apologies
Phil Mills (PM)	SWMAS	✓



Name of Member	Organisation	Attendance
Victoria Moloney (VM)	Wiltshire Council	✓
Alison North (AN)	SWLEP Director	✓
Paul O'Collins (PO)	EEN	Apologies
Chris Parsons (CP)	Swindon Borough Council	✓
Mandy Paterson (MP) OR Rob Perks	Inspire by Wessex Chamber	✓
Amanda Peach (AP)	SWLEP	✓
Andy Rhind-Tutt (AR-T)	Salisbury & District Chamber	✓
Anita Bellinger (AB)	InSwindon	Apologies
Debby Skellern (DS)	SWLEP	Apologies
Chris Stevens (CS)	SWLEP	Apologies
Julia Stuckey (JS)	Swindon Borough Council	✓
Karen Taylor (KT)	DWP	Apologies – representative attending
Dee Temple-Multon (DT-M) OR Ian Larrard	BusinessWest	✓
Mandy Timbrell (MT)	Wiltshire Council	✓
Alan Truscott (AT)	Community First	Apologies
Stephen Tulip (ST)	MakeUK	✓ - left meeting at 11.55am
Philippa Venables (PV)	Swindon Borough Council	Apologies
Beverley Waters (BW)	ICAEW	✓ - left meeting at 12 noon
Andrew Wells (AW)	Swindon Borough Council	Note 3 – Apologies
Adene West-Webbe (AW-W)	Wiltshire Council	✓
Peter Wragg (PW)	SWLEP Deputy Chair / VisitWiltshire	Apologies



Guest(s)	Dragana Houston (DH), SWLEP – late arrival / Vicki Harrison (VH), DWP – representing Karen Taylor - left meeting at 11.55am / Emily Manser (EM), BEIS – representing Karen Leigh / Paul Moorby (PJM), SWLEP Chair
Chair	Alison North (AN)
Minutes	Deborah House (DKH)
Venue	Via video / teleconference call
Start time	11am
Finish Time	12.30pm

1.0	Welcome and Introductions	Date
	<p>The Chair welcomed attendees to the meeting and apologies were noted. The format of the meeting had changed owing to its size, and it was unlikely that we would be able to move around all participants as in the past.</p> <p>RB advised that the Wiltshire Council Economic Partnership Forum had been very successful, but that it made sense to combine the groups and move towards specific task groups.</p> <p>JS stated that the Swindon Group had met a few times over the past few months and many of the issues and challenges across the area were common to all.</p> <p>AN stated that we were focused not only on recovery, but also looking at the future, for example, towards Brexit.</p>	
9.0	Suggested items for the next meeting	
	<p>Agenda item taken out of order. Suggestions were as follows:</p> <ul style="list-style-type: none"> • A split between recovery and growth • Innovation and growth; how we could stimulate • Sharing solutions • Impact measurement would be useful to track the trajectory • Good news stories (For example, Business West's Manufacturing Cluster meeting held with 20 employers across the county had several companies recruiting 140 new employees between them.) • The number of apprenticeships • Covid-19 testing • Making employees feel safe and valued when they returned to work 	
2.0	Minutes of meeting on 19 August 2020 and matters arising	
	The minutes of the meeting held on 19 August 2020 were read and approved.	



	Matters Arising: <ul style="list-style-type: none"> • DKH to re-circulate Terms of Reference (ToR) to the group via email for approval. IN TRAIN. The ToRs were originally to be issued in between meetings for a decision from members regarding approval but had only been sent with the papers for this meeting. • AN to lead discussion on how to increase the profile of the support groups. ONGOING 	
3.0	<ul style="list-style-type: none"> • Updated Terms of Reference (ToR), • new name, and • theming meetings 	
	<p>Updated Terms of Reference (ToRs) There being no additional comments from the meeting, the ToRs were approved noting amendment to sign off.</p> <p>New Name Those that had not yet voted were requested to put their preference into the chat and the result would be announced at the end of the meeting.</p> <p>Theming meetings The meeting would focus on specific topics. (See also Item 9 above.)</p>	
4.0	Risk register and business communications	
	<p>RFi and CP spoke to the meeting and informed attendees that both Authorities had set up Risk Registers to data capture for struggling businesses, with notice of redundancies or failure, gathering intelligence via various sources. This was a call to action to ask attendees for help to build on the intelligence by giving direct information of the businesses they were dealing with for two reasons:</p> <ul style="list-style-type: none"> • to continue to ensure that the appropriate support was accessed through the Growth Hub; and • to understand better the wider impact to frame recovery efforts. <p>The retail sector was particularly hard hit, but numbers tended to be quoted nationally, and not in specific areas and getting information from these large companies was difficult.</p> <p>This initiative was born out of the recent grant processes in which both Local Authorities were involved. A lot of information had been coming their way and showed what the business environment looked like, but over the last few weeks this information had slowed down and they were concerned that they may be missing something and therefore businesses may not be getting the support they needed. Furlough was drawing to an end and various types of Government support were popping up. Any additional information they received would be appreciated. Full visibility was needed on what support organisations offered to signpost to businesses appropriately.</p>	



	<p>There was a discussion on the implication of forwarding this type of information because of GDPR issues. Businesses would need to give their consent to share this type of information. Although some attendees would want to share information with the LAs, this could form the basis of highly confidential business conversations which were to be respected. It could be passed on in more general terms, but then elements of support may not be targeted appropriately and the LAs not able to step in at the right time.</p> <p>PB advised the meeting that SWLEP was required to provide a weekly Business Intelligence Report on a BEIS template from information which was publicly available; nothing which was confidential. This highlighted:</p> <ul style="list-style-type: none"> • economic shocks; • economic opportunities; • was Covid-focused; and • detailed hits on the Growth Hub website etc. <p>The LAs were seeking an early warning system to have the chance to support struggling businesses on what could be done. There would be a clear distinction between the two Local Authority areas. This would be a collaborative approach.</p> <p>Action: respond to CP and RFi on what group members knew was going on in their business environment being cognisant of GDPR regulations.</p>	ONGOING
5.0	Redundancy support	
	<p>JS spoke to the meeting and explained that SBC and SWLEP had been working on the Honda recovery programme for some time. As redundancies increased, SBC would want to extend as much of the offer as possible to the wider Swindon community. There would be no new products or services but signposting to the support already provided. This would be free and easy to use, focussing on financial support and mental well-being, new opportunities, training, jobs or volunteering via social media, newsletters, and virtual events. Such a virtual event was being held on 18 October. This event, which had been originally planned for face-to-face in March, had to be cancelled owing to Covid-19. Part of the programme would be videos to camera from stakeholders which could go live, but also via an online portal to allow staff working on shift patterns to dip in and out when convenient. This could be made available across Swindon and Wiltshire if there were an appetite for it.</p> <p>Action: those organisations that would like to get involved should contact JS or CP.</p> <p>MT spoke to the meeting and explained that Wiltshire Council had been working on redundancy support for Wiltshire residents via the ESAG. With</p>	Oct 2020



	the Swindon option being so far advanced, it would make sense to join forces.	
6.0	TechSwindon	
	<p>CP presented to the meeting. The event had previously been scheduled to take place physically, but with Covid-19 had now been changed to be held virtually online. The aim of the event was to:</p> <ul style="list-style-type: none"> • showcase the good things happening in tech in Swindon and the wider area; • attract talent to Swindon and the surrounding area; and • help to grow the tech ecosystem and support the SME community. <p>Marketing and advertising materials to promote the event would be available over the next few days. The schedule was about 80% complete but was still open to other speakers and events. The themes were:</p> <ul style="list-style-type: none"> • Innovation; • Business resilience; • Talent; and • Tech. <p>Some organisations on the call were already involved, but if anyone wanted to take part, to let them know. Links to the event provided below.</p> <p>https://tech-swindon-summit.webflow.io/</p> <p>https://tech-swindon-summit.webflow.io/schedule</p> <p>Action: interested parties to get in touch with CP</p> <p>CP highlighted that there were still some gaps in the programme, particularly from a skills perspective, with employers missing which would help attract people to the area. Tech skills were being developed as a result of the colleges merger and the Institute of Technology. Businesses in Wiltshire were also keen to take part and it was reaching out to surrounding areas such as Gloucestershire.</p>	Oct 2020
7.0	<ul style="list-style-type: none"> • SME Competitiveness support and how companies can access it • Kickstart scheme 	
	<p>RC spoke to the meeting. His role was as Team Leader, responsible for the operational day to day delivery of the Growth Hub service. RC updated the meeting on the series of programmes currently being delivered.</p> <p>SME Competitiveness</p> <ul style="list-style-type: none"> • This was the flagship programme being used to help Start-ups and Scale-ups via partners YTKO and SetSquared • They had dealt with over 60 enquiries with 26 being successfully referred on to YTKO and 10 to SetSquared within the programme 	



- Access support was via phone, emails.
- Phone lines 8 – 6 on Mon-Fri extending times.
- Contact could be made via, smecompetitiveness@swlep.co.uk

RC gave a brief overview of other Growth Hub programmes.

This way up

- A series of webinars and support to help business to move forward
- Tim Thurston from Team-i held a webinar which was well-attended with people also downloading and watching on replay; in total 40+

ERDF recovery grant

- This went live on 14 September.
- 100+ applications received, and criteria had been expanded to help as many businesses as we could with a limited funds

Peer networks

- to work via sectors, such as Food & Drink and manufacturing, to deal with common issues
- providing mentors

Overall, the Growth Hub was providing support to a vast range of businesses.

General Growth Hub enquiries via

[Hello@swgrowth.co.uk](mailto>Hello@swgrowth.co.uk)

and telephone 01249 477287.

Kickstart Programme

AP updated the meeting on the Kickstart programme.

- SWLEP was now an intermediary for the area to act on the behalf of smaller businesses
- Had received high interest with 20 places already pledged
- Putting first application in next week for the cohort to start the journey on 1 November
- Good initiative for employers to help young people with £1,500 uplift to employer to off-set administration costs
- Government would pay wages and on-costs
- There were no particular trends or industries involved; the pledges seemed to be very well spread, with on average 1-2 places available

The question was raised on whether SWLEP had engaged yet with providers for apprenticeships and training progression of these young people with contacts within the colleges.

Action: CB and AP to discuss off-line.

Oct 2020



	<p>The meeting was asked to keep referrals coming through and contact could be made via kickstart@swlep.co.uk.</p> <p>JS advised the meeting that Swindon Borough Council was not being a coordinator. There were already 5/6 organisations acting in this capacity. It was up to the employer which they wished to work with. There was a potential audience of 4,200 18-24-year-olds on Universal credit in the area.</p> <p>The latest announcement from Government was that from April people who did not have an A-level would now be able study free of charge at colleges. There were new groups popping up within the voluntary sector because of Covid-19 and it would be good to connect those groups together for the cohorts.</p>	
8.0	Labour Market Information update	
	<p>DH presented to the meeting and the presentation can be accessed using the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/sep2020-lmi---brog-big.pdf?sfvrsn=e0c40606_4</p> <p>This information was up to date data with little time lag and would allow SWLEP to track the type of jobs advertised and the skills needed.</p>	
10.0	AOB	
	<p>Update from SWLEP Chair</p> <ul style="list-style-type: none"> PJM reminded the Group that Swindon Borough Council and SWLEP were partners in England's Economic Heartland (EEH). Its draft transport strategy was out for public consultation. The Group was requested to review and to give input. The consultation can be accessed via the following link: <p>http://www.englandseconomicheartland.com/Pages/engagement.aspx</p> <ul style="list-style-type: none"> PJM advised that SWLEP was keen for additional Directors to join the SWLEP Board to reflect the economy and community of the area. If anyone on the call, or anyone in their networks, was interested to please contact PB or a member of the SWLEP team. A partnership board was being set up by the Western Gateway. Two business partners were urged to join this board in order that Swindon and Wiltshire were better represented. <p>JS advised that the first guidance on local restriction support grants was now available. She hoped that SBC did not have to access this, because that would mean Swindon was in shutdown. But work was progressing in case it was needed. A Legal Order needed to be put in place for this to operate.</p>	



	<p>Thomas Mason of CLA was unable to attend the meeting but provided an update via email.</p> <ul style="list-style-type: none"> • Advising members regarding the running of rural businesses within the ever changing COVID regulations <ul style="list-style-type: none"> ○ Particularly with large numbers of tourist businesses in the South West • Engaging with Parliament regarding rural policy matters and BREXIT with the upcoming deadline • Producing content around educating public on Countryside Code and rural crime matters (fly tipping, hare coursing etc) – all of which members have reported higher instances of issues since COVID has arisen. <p>Voting Result of Name Change The result of the vote for the name of the group was Business Intelligence & Network Group (BING).</p>	
	Date and time of next meeting	
	<p>Future Meeting: A future meeting had been scheduled for Wednesday, 4 November following the quarterly pattern. However, this was too close to the meeting just held and it was decided to rearrange.</p> <p>Action: DKH to rearrange meeting set for 4 November to later date.</p> <p>Action: DKH to arrange meeting in 2021 at 6-8-week intervals.</p>	<p>Oct 2020</p> <p>Nov 2020</p>
	Meeting closed at 12.26pm	

Alison North

Alison North - Chair

25 November 2020