



### Membership

<b>Name of Member</b>	<b>Organisation</b>	<b>Attendance</b>
David Andrews (DA)	VisitWiltshire	✓
Chris Baish (CB)	New College	✓
Layla Burrows (LB)	Innovate UK	Apologies
Kathryn Crosweller (KC)	Chippenham Chamber	✓ - left meeting at 2.30pm
Kez Garner	Trowbridge Chamber	✓
Ruth Lambert (RL)	Federation of Small Business, FSB	✓
Karen Leigh (KL) or Emily Manser (EM)	BEIS Representative	✓ - Emily Manser
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	✓
Phil Mills (PM)	SWMAS	✓
Paul O'Collins (PO)	Innovate UK Edge (previously EEN)	✓
Mandy Paterson (MP) OR Rob Perks	Inspire by Wessex Chamber	✓
Andy Rhind-Tutt (AR-T)	Salisbury & District Chamber	Apologies
Anita Bellinger (AB)	InSwindon	Apologies
Karen Taylor (KT)	DWP	Apologies
Dee Temple-Multon (DT-M) OR Ian Larrard	BusinessWest	✓
Stephen Tulip (ST)	MakeUK	✓
Beverley Waters (BW)	ICAEW	Apologies
Andrea Witcombe (AWi)	NFU	✓



SWLEP: attendance will be dependent on topics discussed		
Claire Alexander (CA)	SWLEP	✓
Paddy Bradley (PB)	SWLEP CEO	✓
Phil Clement (PC)	SWLEP	✓
Alison North (AN)	SWLEP Director	✓
Amanda Peach (AP)	SWLEP	✓
Debby Skellern (DS)	SWLEP	✓
Chris Stevens (CS)	SWLEP	✓
Peter Wragg (PW)	SWLEP Deputy Chair	
Swindon Borough Council: attendance will be dependent on topics discussed		
Chris Parsons (CP)	Swindon Borough Council	Apologies
Julia Stuckey (JS)		✓
Philippa Venables (PV)		Apologies
Andrew Wells (AW)		✓
Wiltshire Council: attendance will be dependent on topics discussed		
Rory Bowen (RB)	Wiltshire Council	✓
Rachel Finlay (RFi)		✓
Russell Frith (RF)		✓
Sam Fox (SF)		Apologies
Victoria Moloney (VM)		✓
David Perrett (DP)		✓
Mandy Timbrell (MT)		Apologies



<b>Guest(s)</b>	Paul Moorby (PJM), SWLEP Chair Toby Howkins (TH) of YTKO Barbara Singleton (BS) from Department of International Trade (DIT)
<b>Chair</b>	Alison North (AN)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Via video / teleconference call
<b>Start time</b>	1.30pm
<b>Finish Time</b>	3pm

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>Date</b>
	The meeting opened at 1.30pm. The Chair welcomed attendees to the meeting and advised of guest speakers Toby Howkins (TH) of YTKO and Barbara Singleton (BS) from Department of International Trade (DIT) later in the agenda. Apologies were noted.	
<b>2.0</b>	<b>Minutes of meeting on 18 November 2020 and matters arising</b>	
	The minutes of the meeting held on 18 November 2020 were read and approved.  <b>Matters Arising:</b> Matters Arising from the last meeting were completed.	
<b>3.0</b>	<b>Growth Hub's SME Competitiveness Programme – YTKO</b>	
	<p>Toby Howkins (TH) of YTKO gave a background to the programme previously carried out in the Swindon area and the type of support which was offered. The Outset programme in Swindon had been a successful project.</p> <p>The current project was also focussed on companies at pre-start and in their first year of trading. Owing to the ongoing situation with the pandemic, support was needed now more than ever. TH advised that the project was receiving a lot more interest than they had anticipated, and demand was high. YTKO had also been working with Swindon Borough Council for Honda associates who were going through redundancy to offer tailored support to those thinking of becoming self-employed.</p> <p>YTKO was also working with neighbouring authorities which meant potential to collaborate. Those companies which were more than one year in business and met the “scale-up” criteria were supported by SetSquared.</p> <p>Many attendees were interested in making contact with TH to discuss collaboration and promotion of what YTKO offered to businesses.</p> <p><b>Action: attendees to liaise directly with YTKO. Contact details were provided.</b></p>	<b>Jan 2021</b>



	<p>PB added that the previous project run in Swindon had been well received and produced a good report. He advised that he was still in touch with some businesses in Swindon from when they had first started with the project.</p> <p>TH was thanked for his explanation of YTKO and the account of the start-up element of SWLEP's SME Competitiveness Programme.</p>	
<b>4.0</b>	<b>MakeUK overview presentation</b>	
	<p>ST presented to the meeting and gave an overview of MakeUK. The presentation can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/make-uk-overview-january-2021.pdf?sfvrsn=9d8a126e_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/make-uk-overview-january-2021.pdf?sfvrsn=9d8a126e_4</a></p> <p>Discussion points from the presentation:</p> <ul style="list-style-type: none"> <li>• ST advised that the organisation had frequent engagement with BEIS at civil servant and Minister-level. So, if there were any collective issues from businesses, to contact MakeUK as it had a direct line to Government.</li> <li>• ST spoke about the opportunities for UK manufacturers to increase re-shoring. Now the UK had exited the EU there was prohibitive costs involved with crossing in and out of EU borders, so manufacturers were investigating returning operations to the UK.</li> <li>• The question was raised on whether the Industrial Strategy Challenge Fund had benefitted the manufacturing sector. The Innovate UK Challenge Fund had seen good take up. With regard to the Industrial Strategy Challenge Fund, MakeUK had met with BEIS the previous week and were working out how it would work. Make Smarter.</li> <li>• This part of world was due to get a pilot scheme, but it kept being pushed back.</li> <li>• ST advised that the service provided for Brexit / Covid was free. MakeUK's business model was non-chargeable, with the hiring of its venues and attendance at seminars etc paying for membership.</li> <li>• The Growth Hub welcomed the opportunity to discuss referrals and stronger partnership working with MakeUK.</li> <li>• PO reminded attendees that for businesses looking to access the Industrial Strategy Challenge Fund, Innovate UK Edge had a service to help them understand the process and the opportunity.</li> </ul> <p><b>Action: attendees interested in MakeUK's offer to liaise directly with ST. Contact details were provided.</b></p>	<b>Jan 2021</b>
<b>5.0</b>	<b>Department of International Trade (DIT)</b>	
	<p>BS presented to the meeting on the role of the Department of International Trade for businesses on exiting the EU. The presentation can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/bing-meeting-dit-slides.pdf?sfvrsn=cfdee031_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/bing-meeting-dit-slides.pdf?sfvrsn=cfdee031_4</a></p>	



	<p>There were no specific criteria for businesses to access The Export Academy, operated by Business West. It was open to all that wanted to trade overseas.</p> <p>PC advised that there was an Internationalisation Grant Fund, match-funding of between £1,000 - £9,000 for export business development to SMEs, but that businesses must work through Mark Rogers, DIT Trade Manager for the Western Gateway. Companies can only apply via an International Trade Adviser which Mark would put in contact.</p> <p>His contact details were: <a href="mailto:mark.rogers@mobile.trade.gov.uk">mark.rogers@mobile.trade.gov.uk</a> 07423 698315.</p> <p>The initial webinar “Opportunities in Central Europe for South West automotive companies” would take place in the next couple of days. There were specific sector and geographical market specialists. Further announcements could be made via this group.</p> <p>BS was thanked for her presentation.</p>	
<b>6.0</b>	<b>Specific concerns (advance indication requested)</b>	
	No concerns had been received prior to meeting so this section was omitted from discussion owing to time pressure.	
<b>9.0</b>	<b>Federation of Small Businesses (FSB)</b>	
	<p>Agenda item taken out of order. RL presented to the meeting on the offering of the FSB. The presentation can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/fsb-presentation-13-01-21.pdf?sfvrsn=c1f3c449_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/brog/fsb-presentation-13-01-21.pdf?sfvrsn=c1f3c449_4</a></p>	
<b>8.0</b>	<b>Risk register and business communications</b>	
	<p>Agenda item taken out of order.</p> <p>AW advised for businesses to contact Chris Parsons for any updates or if support were needed because a business was at risk of failing.</p>	
<b>7.0</b>	<b>Business Grants</b>	
	<p>Agenda item taken out of order.</p> <p>The Kickstart programme had been a very long-winded process for stakeholders and DWP was saying it was taking six weeks to get through the process. SWLEP's Skills Advisor added that there had been delays all the way through the process and even at the grant offer stage, companies could wait a further four weeks.</p> <p>Swindon Borough Council advised that it was now operating a database for grants via the website. This was a more proactive approach; the council could contact businesses directly and pay directly. There had been a backlog and seven new staff had been employed. These latest additional restrictions would be impacting soon.</p>	



	<p>SBC encouraged BING members to get their businesses to register as soon as possible.</p> <p>The following link would take you to the appropriate page on the SBC website for grant information.</p> <p><a href="https://www.swindon.gov.uk/info/20017/business_and_investment/1098/covid-19_-_government_support_for_businesses">https://www.swindon.gov.uk/info/20017/business_and_investment/1098/covid-19_-_government_support_for_businesses</a></p> <p>Wiltshire Council advised that there were 7/9 different grant streams running at any one time which was proving to be administratively challenging. A portal was now open across all rateable businesses and the Council was encouraging businesses to apply via the portal. The teams would then work out which grants the businesses were eligible for. They also advised that there had been some significant delay on receipt of some grant funds from Government.</p> <p>RL advised that FSB South West had a weekly newsletter for members so anything to promote could be sent to her.</p> <p>RB also advised the meeting of the successes that Swindon and Wiltshire had achieved with the Future High Street Fund. £25m had been allocated to Swindon and provisional allocations had also been made to Trowbridge (£16.3m) and Salisbury (£9.3). Further information was to be submitted to MHCLG by the end of February for the provisional amounts.</p>	
<b>10.0</b>	<b>Suggested items for next meeting</b>	
	SWLEP to present regarding Made Smarter BEIS initiative.	
<b>11.0</b>	<b>AOB</b>	
	<p>PB requested that as much information as possible which was shared in this forum should be passed to memberships via their own websites. Supporting businesses in the area was the shared interest and common goal. This would demonstrate a high level of collaboration.</p> <p>AW advised that, within the Inward Investment Programme, SBC had appointed a digital media company to promote good news stories for the area. AW, RF and PC to collect positive news stories about businesses based in Swindon &amp; Wiltshire.</p> <p><b>Action: members to contact AW, RF and PC if they had good news stories they wanted to share. They would then forward to the digital media company.</b></p> <p>In addition, PB gave an explanation about the Growth Hub's Peer to Peer networks. This was sector-based and depended on action learning. The feedback so far had been very good, but we were on a tight schedule as ten cohorts had to be completed by the end of march.</p>	<b>Jan 2021</b>



	<b>Date and time of next meeting</b>	
	<p>Next meeting: Wednesday, 10 March – 12.30pm – 2pm</p> <p>Future Dates for 2021: Wednesday, 5 May - 12.30pm – 2pm Wednesday, 30 June - 12.30pm – 2pm No meeting scheduled in August Wednesday, 8 September - 12.30pm – 2pm Wednesday, 3 November - 12.30pm – 2pm</p>	
	<b>Meeting closed at 3pm</b>	

*Alison North*

Alison North - Chair    10 March 2021