



Attendees	<p>Tom Bown - SWLEP Paddy Bradley - SWLEP Tim Burghes - SWLEP Growth Hub Phil Clement - SWLEP Robin McGowan - Salisbury BID Tim Major - Thames Valley Swindon Jo Minnaar - SWLEP Growth Hub Mandy Paterson - Inspire by Wessex Chamber Amanda Peach - representing Higher Futures Andy Rhind-Tutt - Salisbury Chamber Leigh Robertson - Thames Valley Chamber Andrew Wells - Business West</p>
Apologies	<p>David Andrews and Peter Wragg – VisitWiltshire Kathryn Crosweller – Chippenham BID Ian Durston – SWLEP Deborah Fraser - CBI Edward Humber – NFU Ruth Lambert – Federation of Small Business Ian Larrard - Business West Colette Mallon – SWLEP John Mortimer - CLA Diane Powell - Swindon BID Mandy Timbrell – Higher Futures Guy Tullberg - Institute of Directors Martin Warren – ICAEW</p>
Chair	Paddy Bradley (PB)
Minutes	Paddy Bradley (PB)
Venue	The Boardroom, Porton Science Park, Bybrook Road, Porton Down, SP4 0BF
Start time	12.30pm
Finish Time	2.15pm

1.0	Welcome and Introductions	Date
	PB welcomed attendees to the meeting and introductions were made.	
2.0	Minutes of meeting on 7 November 2018	
	The minutes of the meeting held on 7 November 2018 were read and approved.	
3.0	Round Table Discussion – Brexit local intelligence	
	<p>Andrea Witcombe of NFU: Generally, farms were larger in Wiltshire and this meant payment claims to Government were larger. There had been delays in payments with</p>	

	<p>corresponding negative impacts. Most of the farming trade went to Europe, but the biggest worry was maintenance of agricultural standards if we were to move to WTO arrangements.</p> <p>Mandy Paterson of Inspire by Wessex Chamber: There were business concerns around cash flows. The Chamber was working with members to improve forward planning to cash flow activity at times of anticipated difficulty. There were still high levels of uncertainty and therefore, in too many businesses, a lack of planning. Large businesses were spending a lot of money in preparation for disruption.</p> <p>Andrew Wells of BusinessWest: The quarterly survey across the South West (300 businesses) saw a 17% reduction in export sales and export orders. Business confidence had dropped by 9% and only 37% of businesses felt fully-prepared for Brexit, with 63% feeling not fully-prepared.</p> <p>UKRI in Swindon was expanding by 600 jobs to manage replacement of EU funds.</p> <p>Robin McGowan of Salisbury BID: Footfall in Salisbury for November 2018 had been poor. In December some businesses were a third down, a third had stayed the same and a third had gone up. Generally, it had been better than expected. Although the footfall was down, spend was rising. Vacancy rates for premises were creeping up, but still below the national level.</p> <p>Tim Major of Thames Valley Chamber: There had been a significant range of responses, with the level of preparation not always related to the size of the business.</p> <p>Andy Rhind-Tutt of Salisbury Chamber: More businesses were focussing on the UK. Some businesses were gaining accounts from UK manufacturers which now did not want to source supplies from outside the UK.</p> <p>Phil Clement: Updated members on GPIF loan agreements and the potential of a new call after April 2019. He also gave a progress report on Inward Investment activity related to sector specific work in countries outside the EU.</p> <p>Action: BROG to produce a combined report on the state of business health of the area. Chambers and BIDs to agree on the sources of the data.</p> <p>Action: PB and RMcG to shape the proposal and circulate to members of the BROG ahead of the next meeting.</p>	<p>July 2019</p> <p>April 2019</p>
4.0	Local Industrial Strategy (LIS)	
	<p>PB presented on the purpose of the LIS, progress made to-date and anticipated outcomes. The deadline for publication is March 2020. (Presentation attached.)</p>	



	Apprenticeships AP presented the opportunities for businesses in taking on apprenticeships. The group recognised some key opportunities they could promote with their members. (Presentation attached.)	
	Dates of future Meetings: 8 May 2019, – 12 noon - 2pm. Location TBC (Chippenham/Swindon) 7 August 2019, – 12 noon - 2pm. Location TBC (Salisbury) 6 November 2019, – 12 noon - 2pm. Location TBC (Chippenham/Swindon)	
	Meeting closed at 2.15pm	

Membership	<p>Business Improvement Districts (BIDs):</p> <ul style="list-style-type: none"> • Chippenham – Kathryn Crosweller, (KC) • Salisbury – Robin McGowan, (RMc) • Swindon – Diane Powell, (DP) <p>BusinessWest – Ian Larrard (IL) OR Andrew Wells (AW) CBI – Deborah Fraser, (DF)</p> <p>Chambers of Commerce:</p> <ul style="list-style-type: none"> • Devizes – Richard • Inspire by Wessex Chamber – Rob Perks (RP) OR Mandy Paterson (MP) • Salisbury – Andy Rhind-Tutt, (AR-T) • Thames Valley – Leigh Robinson, (LR) • Thames Valley Swindon – Tim Major, (TM) <p>CLA – John Mortimer, (JM) Federation of Small Business – Ruth Lambert (RL) Icaew – Martin Warren, (MJW) Institute of Directors – Guy Tullberg, (GT) NFU – Andrea Witcombe SWLEP – Paddy Bradley, (PB) / Tom Bown, (TB) / Phil Clement, (PC), / Ian Durston, (ID) / Colette Mallon, (CM) / Jo Minnaar, (JoM) / Mandy Timbrell, (MT) VisitWiltshire – David Andrews (DA) OR Peter Wragg (PW)</p>
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David Andrews
8 May 2017

Business Representatives Organisations' Group Meeting

**Wednesday, 13 February 2019
Porton Science Park**

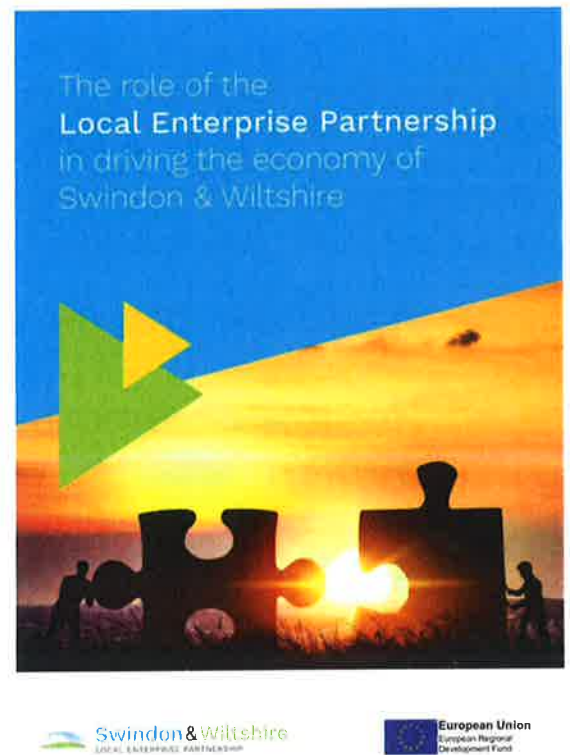


Agenda

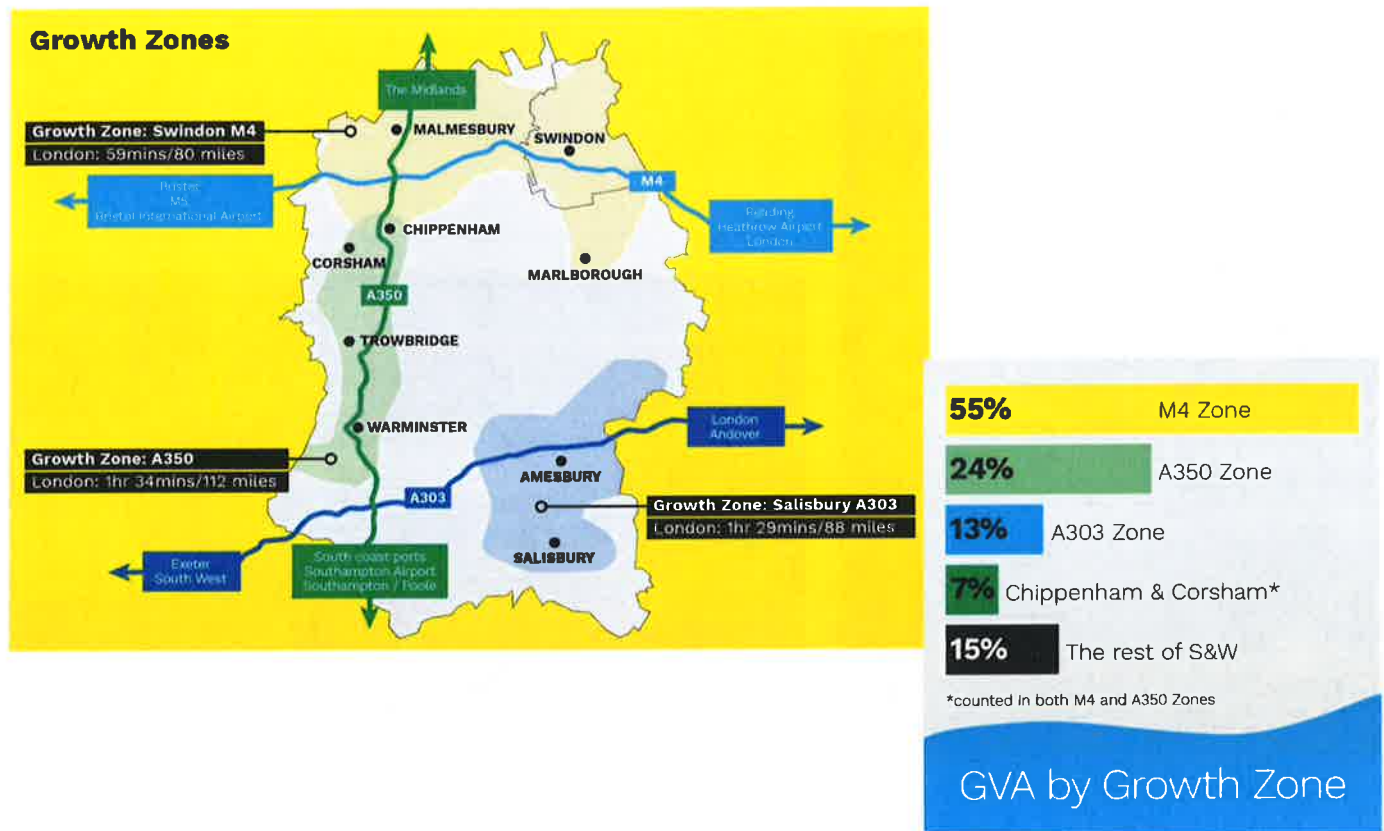
- **Welcome and introductions**
- **Review of minutes from 7 November 2018 and matters arising**
- **Roundtable discussion – Brexit, local intelligence**
- **Local Industrial Strategy (LIS)**
- **AOB**

Local Industrial Strategy (LIS)

- The task
- What we have done so far
- What we plan to do
- Timescale
- Anticipated outcomes
- Link to the new UK Shared Prosperity Fund
- Apprenticeships







Local Industrial Strategy (LIS)

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Higher Futures SWLEP Skills Service

Amanda Peach
Business Skills Advisor



Higher Futures is delivered by Wiltshire Council / Swindon Borough Council on behalf of Swindon and Wiltshire LEP



Content

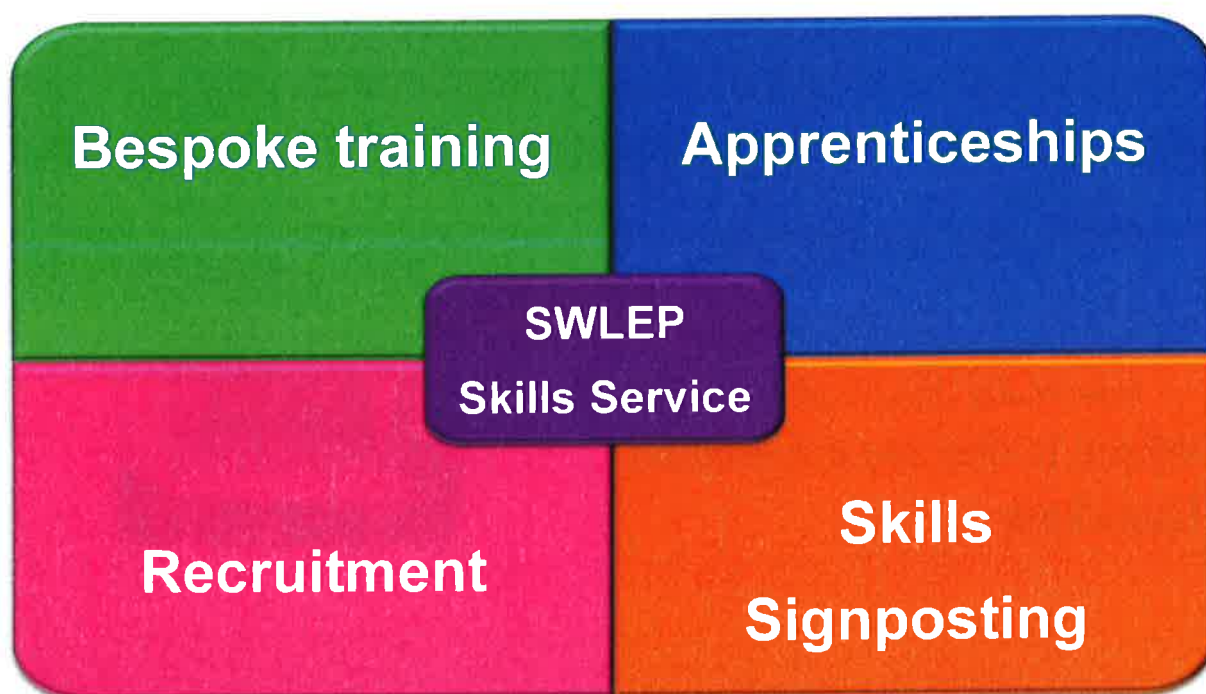
- How Higher Futures support local businesses
- Testimonials from Swindon and Wiltshire employers
- Key information on Apprenticeships
 - Eligibility
 - Where they can add value
 - Levels and types
 - What training is available?
 - How much does training cost?
- Where to find key information
- Questions



Free and impartial



Higher Futures



- New staff
- Existing staff
- No upper age limit (16+)



Apprenticeships and return on investment

New staff

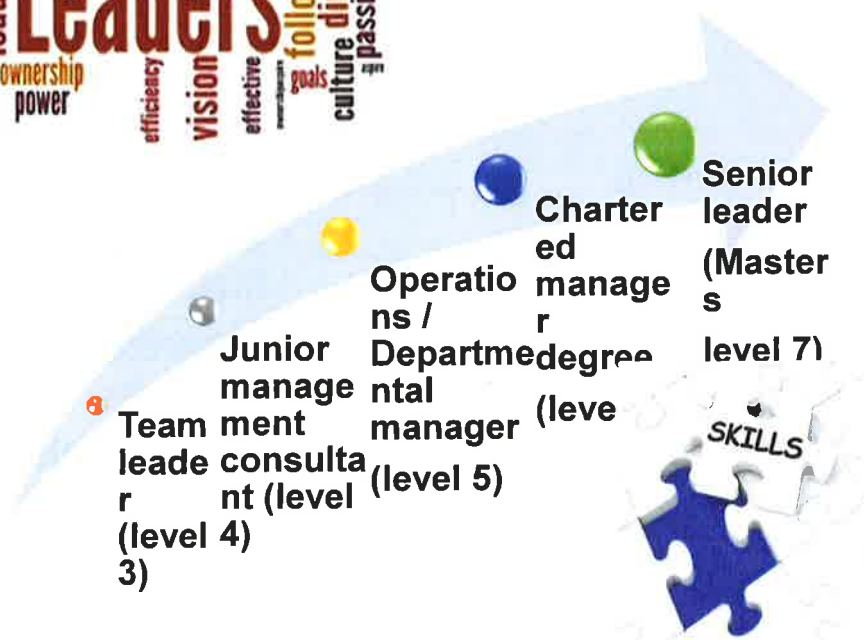
- Skill gaps
- Succession planning
- Build talent pipeline – Careers Enterprise Company
- New skills
- New vacancies



Existing staff

- Map training
- Professional qualifications
- Sideways steps within the business
- Progression within the business
- Career pathways

Apprenticeship levels





What training is available?

Ready to further your career?

Find a full list of all the current apprenticeships on offer.

Standard Framework

Area of study	Level	Area of study	Level
A		Building Services Engineering Service and Maintenance Engineer	3
Adult Education (Cocle)	3	Building Services Engineering Workshop Master Technician	3
Accident Investigation Technician	3	Bus and Coach Bus Engineering Technician	3
Accountancy (Taxation Professional)	3	Business Administration	2,3
Accounting	2,3,4	Business Administrator	3
Army Leadership	2	Business and Professional Administration	3
Artisanal Technician	4	Butcher	2
Adult Care Worker	2	C	
Advanced Butcher	3	Care Leadership and Management	5
Advanced Credit Control/Delinquent Collection Specialist	3	Catering and Professional Clubs	3
Advanced Dairy Technologist	5	Chartered Legal Executive	6
Aeromarine Engineer	6	Chartered Manager Degree Apprenticeship	6
Aerospace Software Development Engineer	6	Chartered Surveyor (General)	6
Agribusiness	2,3,4	Chief Of Police	6
Aircraft Maintenance Certification Engineer	4	Chairman of Youth People's Work Force	2,3
Airport Operator	4	Child Engineer (Engineer)	3
Animal Care	2,3	Civil Engineering Technician	3
Animal Technology	3	Cleaning and Environmental Support Services	2,3
Arbitration	2	Coaching	2,3
Assistant Accountant	3	Commercial Procurement and Supply	4
Assistant Technical Director (Infrastructure)	4	Comms Chief	2
Associate Ambulance Practitioner	4	Community Activities Coach	2
Aviation Project Manager	4	Community Arts	2,3
Aviation Ground Operations	3	Community Safety	2
Aviation Ground Specialist	3	Compliance Risk Officer	3
Aviation Maintenance Mechanic (Military)	4	Concepts Engineering	2,3
Aviation Operations Manager	4	Concrete Technology	2
		Construction Building	2,3
		Construction Civil Engineering	2,3
		Construction Management	4,5,6
		Construction Specialists	2,3
B		Construction Technical and Professional	3
Baker	2	Consumer Environmental and Economic Products	2,3
Bailiffship	2,3	Contact Centre Operations	2,3
Bioactive Therapy	2,3	Control Technical Support Engineer (Engineer)	4
Bioscience Scaffolds	3	Conveyancing Technician	3
Bioprocess Tailor and Cutter	5	Court, Tribunal and Prison/Juvenile Operations	2,3
Biosciences	3	Creative and Digital Media	3,4
Brookside Production Assistant	3	Creative Visual Technician	3
Broadcasting Technology	6	Credit Controller/Collector	2
Building Services Design Engineer (Degree)	6	Cultural and Heritage Visual Operations	2,3
Building Services Design Technician	3		
Building Services Engineering Collaboration	3		

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How much will apprenticeship training cost?

If your annual pay bill is below £3m, you will pay 10% of the cost of apprenticeship training.

Examples:

- Upskill a member of your finance team to achieve CIMA / ACCA costs up to £2100, for the full 3 years.
- Recruit a new HR Support apprentice up to £500

Employers can negotiate the cost with a training provider
Ensure a qualification is attached to the apprenticeship



Receive a transfer

- Employers who pay the levy can fund one other organisation
- Transfer a maximum of 10% of annual funds
- Can only be used for standards and new starts



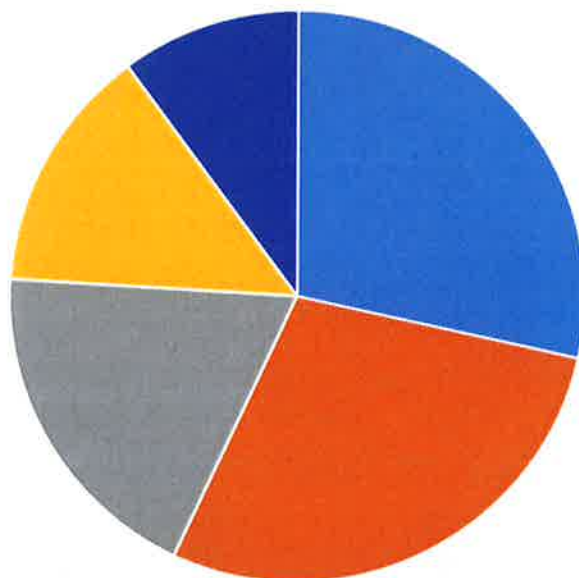
Starts by Parliamentary Constituency

Apprenticeships

PCON	Starts
Devizes	450
North Wilts	450
South West Wilts	300
Chippenham	220
Salisbury	160

Apprenticeship Ambassador Network South West <https://www.southwestaan.com/>

Young Apprentice Ambassador Network
<https://amazingapprenticeships.com/yaan/>



■ Devizes
 ■ North Wilts
 ■ South West Wilts
 ■ Chippenham
 ■ Salisbury

Where to find key information

- [Government website](#)
- [Institute for apprenticeships](#)
- [Apprenticeship framework library](#)
- National apprenticeship helpline
- Contact Higher Futures



Apprenticeship helpline

nationalhelpdesk@apprenticeships.gov.uk

Telephone: 0800 015 0400

8am to 10pm, 7 days a week

[Find out about call charges](#)

Bespoke training and Apprenticeships

Swindon Borough Council

"Sustainability, cost effective delivery and the need to deliver a programme of management development training that gave an insight into the challenges faced by highly respected leaders out on the frontline is key to the programme's success".

Helena Taylor-Knox, Organisational Development Lead

Apps Broker

"Higher Futures were able to suggest a number of degree apprenticeship options and initiated our first meeting with the Open University. This allowed us to develop a better understanding of the Degree Apprenticeship landscape, and help to kick start the program at AppsBroker"

Ben Greateorex – L&D Manager

Recruitment and skills signposting

Haine and Smith Opticians

"Jo Mills is efficient and friendly with top notch communication skills" Haine & Smith rated the service as *"outstanding"* and would recommend the Skills Service to other businesses

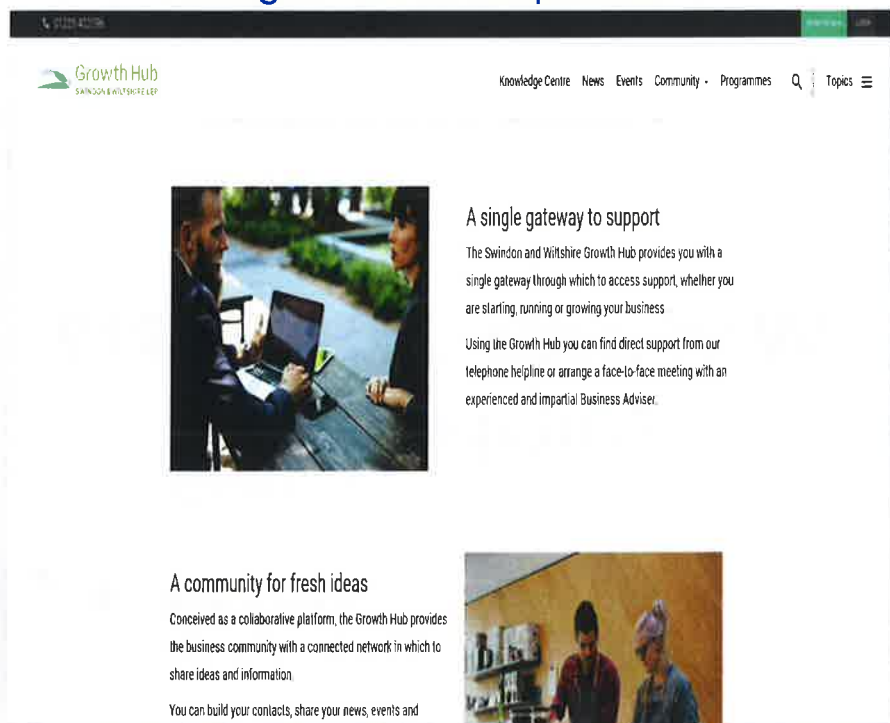
Kay Saunders, Marketing Manager

Wavin

"The support with training and recruitment was first class, Jo Mills was exceptional to work with, we would recommend her to any other business. Higher Futures have supported our company during this transition to make the whole process seamless".

Kevin Bell, Operations Site Manager

www.growthhub.swlep.co.uk





Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

Next Meeting

Wednesday, 8 May 2019
Chippenham

