



<b>Name</b>	<b>Role</b>	<b>Attendance</b>
Mike Ashworth (MA)	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	Apologies
Amanda Burnside (AB)	Chair of Subgroup, SWLEP Board Director and Principal of Wiltshire College & University Centre	✓
Iain Hatt (IH)	Wiltshire College & University Centre	Apologies
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Georgina Keily-Theobald OR Ian Tucker	representing Wiltshire Association of Secondary School Heads (WASSH)	✓ Ian Tucker
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Karen Leigh (KL)	SWLEP's BEIS Representative	Apologies
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Karen Taylor (KT)	DWP	✓
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	Apologies
Peter Wragg (PW)	SWLEP Board Director and Deputy Chair	✓



Name	Role	Attendance
<b>Employers</b>		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Maj Claire Hall (CH)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	Apologies
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	Apologies
Matt Leach (ML)	Beards Construction	Tentative
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	✓
<b>Guests</b>		
Dragana Houston (DH)	SWLEP	✓
Denise O'Leary	Purpol Marketing	✓
Amanda Peach	SWLEP Skills Advisor	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
<b>Chair:</b>	Amanda Burnside (AB)	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Venue</b>	Via video / telephone conference	
<b>Start time</b>	9.30am	
<b>Finish time</b>	11.30am	

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and Introductions</b>	
	AB welcomed attendees and apologies were noted.	
<b>2.0</b>	<b>Minutes, matters arising and Conflicts of Interest</b>	
	Minutes of the meeting held on 14 January 2021 were read and approved.	
	<b>Matters arising:</b>	



	<ul style="list-style-type: none"> <li>• Skills report - Subgroup members to contact DH on initial feedback of the report or additional case studies by 25 January if to be included in the first draft. <b>COMPLETED</b></li> <li>• MP to pass apartments contact to CK for consideration on the accommodation list for the Institute of technology (IoT). <b>MP was checking the status of the apartments before passing the details to CK.</b></li> <li>• AB to provide contact details of new marketing person for Wiltshire College &amp; University Centre to MT to forge links. <b>COMPLETED</b></li> </ul> <p><b>Conflicts of Interest</b> SWLEP had a standing Conflict as an intermediary in the Kickstart Scheme and CK as the Principal for the Institute of Technology.</p>	
<b>3.0</b>	<b>Skills &amp; Talent Subgroup Terms of Reference review</b>	
	<p>DS spoke to paper and outlined the changes in the SWLEP's Governance Framework. This reflected the change in status of SWLEP Limited since becoming a company limited by guarantee. The Governance Framework was reviewed annually and the latest had reduced the number of Subgroups from four to three to become more streamlined. The Skills &amp; Talent Subgroup was not affected by this reduction.</p> <p>All Subgroups were now aligned to the Local Industrial Strategy (LIS) and therefore had overarching Subgroup Terms of Reference (ToRs). The Appendix would add specific content for individual Subgroups.</p> <p>The ToRs would be updated to include all the organisations represented in the group. As we were now entering into a period of flux, some of the functions of the group may be modified during the year. Government was looking into how it was going to test out some trials for school improvement plans, so we may no longer need to undertake items which were previously our focus. We may still have a local desire to do so, but we must be careful not to overcomplicate the landscape and duplicate effort.</p> <p><b>Action: the Subgroup's Terms of Reference was to be reissued with amendments to the list of membership organisations.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership's Skills &amp; Talent Subgroup:</b> <b>APPROVED Appendix I of SWLEP's Subgroup Terms of Reference with the amendments mentioned above.</b></p>	<b>Mar 2021</b>
<b>4.0</b>	<b>Skills Plan White Paper</b>	



AB introduced the item and stated that this paper reflected the importance of FE within the educational landscape and that previously it had not been given enough focus. The advances in technology demonstrated the need for the population to be constantly upskilling and therefore the focus on high-level technical qualifications. Optimum delivery could potentially be through the FE sector.

The Skills White Paper was part of the process to test out the ideas. That Paper would eventually get translated into legislation to be submitted to Parliament. In the meantime, Government would test how robust its ideas were.

The key messages were:

- to try to bring about more involvement of business groups to help shape skills provision, becoming a demand-led approach;
- changing the law by 2025, so that people could access flexible student finance for life-long learning; and
- looking for accredited Chambers of Commerce to devise the skills implementation plans in seven areas of the country, but the procedure had not yet been announced.

Debate was around the following points:

- there was no new funding for this;
- there was a lot of focus on post-18, but not on 16–18-year olds;
- there was a need to build the notion of education and training into the work environment and to make the link between high quality demand level training and productivity. But how to do that?
- the charity Transform Society had been established by an entrepreneur who had set up Teach First. There were now equivalents for prison officers, police and social workers which attracted graduates with on job training;
- there were 52 accredited Chambers of Commerce in Britain covering 75,000 members. If Scotland and Northern Ireland were omitted, that left 43, representing only a small proportion of businesses in the UK. Chambers had strong SME membership, but it was debatable whether there was the infrastructure to inform skills plans both from the businesses and the Chambers. There would need to be significant investment to provide the analysis etc. There was concern about all the work already undertaken, and how that would be translated or even duplicated. There was a shifting focus from LEPs to Chambers;
- members of the group welcomed the thrust of the White Paper in recognising the need for skills throughout a career, but the people working within industry/business to offer upskilling training needed to be enticed to work within the FE sector;



	<ul style="list-style-type: none"> <li>• the biggest challenge here was around pay, being able to entice people to come and teach at less salary. There were already schemes available to bring people in, for example bursaries etc, but it still did not address the issue of pay. A solution may be to operate a dual approach of working and teaching in tandem;</li> <li>• there was a role for both universities and colleges working in partnership to provide higher technical qualifications operating a mixed model;</li> <li>• colleges were of course skills providers, but also provided community learning and supported the weakest and most disadvantaged within the colleges;</li> <li>• responses to the Paper would be made through the appropriate channels. Skills Leads had recently met with DfE. The LEP Network had contact at a ministerial level and SWLEP and three other LEPs would shortly be meeting with DfE to feed comments back Government;</li> <li>• what did this mean for the role of the Skills &amp; Talent Subgroup in terms of defining the skills needs of the area? The role of SWLEP was in pulling together partners to develop the Skills Plan; and</li> <li>• a response within the FAQ was that the trail blazer would work out all the details.</li> </ul> <p>There was political mood for a change to LEPs at the moment, although Growth Hubs continued to be secure for the next three years. The main change would be that LEPs would no longer have a role to manage capital funding. This would now be handed to Local Authorities to manage. The last review of LEPs was in 2017/18 with the Mary Ney Report. This latest review would be carried out between now and the publication of the comprehensive spending review with a likely announcement about the state of progress of the review before the summer recess, and there was Purdah in between.</p> <p>SWLEP would like to gauge the views from businesses in the area.</p> <p><b>Action: item to be maintained on agenda and responses and feedback would be shared.</b></p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Skills &amp; Talent Subgroup: NOTED the report and raised points for discussion.</b></p>	ongoing
5.0	<b>Local Skills Report</b>	
	DH presented to the meeting and outlined the requirements for the report from DfE and the proposed content. The presentation can be accessed via the link below.	



	<p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/swlep-local-skills-report---mar-s-t.pdf?sfvrsn=a71c8b73_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/swlep-local-skills-report---mar-s-t.pdf?sfvrsn=a71c8b73_4</a></p> <p>Group members were thanked for the feedback they had provided on the draft report. Additional clarification was sought on the term “claimant count” which was explained as a combination of universal credit claimants and those claiming job seekers’ allowance, that is, in both instances people looking for work.</p> <p><b>The Swindon &amp; Wiltshire Local Enterprise Partnership Skills &amp; Talent Subgroup: RECOMMENDED the Local Skills Report for approval to the SWLEP Board at the meeting on 25 March 2021.</b></p>	
<b>6.0</b>	<b>Careers Hub update</b>	
	<p>ST updated the meeting on progress of the Careers Hub to-date. The presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/march-2021-updates-careers-hub.pdf?sfvrsn=2b4b395a_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/march-2021-updates-careers-hub.pdf?sfvrsn=2b4b395a_4</a></p> <p>ST commented that although there were varying degrees of engagement from individual schools, 100% of schools in the Swindon and Wiltshire area engaged with the Careers Hub on some level. The Careers Hub was working with ASK (Apprenticeship Support &amp; Knowledge programme) to offer a joined-up approach for achieving Benchmark 3, Addressing the needs of each pupil.</p> <p>ST confirmed that the MoD was now signed up as a Cornerstone Employer through Rick Kavanagh to work on a bigger scale.</p> <p><b>Action: JS to make the link between the apprenticeship lead and the ASK programme in case this had not yet been established.</b></p> <p><b>Action: IT to establish contact with ST and MH to remind Wiltshire Schools to stay engaged with the ASK programme.</b></p>	<p><b>Mar 2021</b></p> <p><b>Mar 2021</b></p>
<b>8.0</b>	<b>Update on local initiatives</b>	
	<p><b>Item 8.0 taken out of order.</b></p> <p><b>Kickstart scheme</b></p> <p>SWLEP’s Skills Advisor, Amanda Peach, outlined the current position of the SWLEP as a Gateway organisation for the Kickstart scheme, giving young people new skills to start their career path.</p>	



The key points were:

- there had been a good uptake from local employers as a positive response to the scheme;
- 277 places had been pledged so far;
- two cohorts of applications had gone through to DWP;
- 107 places were in the offering and were now being advertised;
- five young people had now started their placements; and
- more cohorts of applications would be submitted, with one currently pending.

Denise O’Leary from Purpol Marketing joined the meeting to speak about her experience of the Kickstart scheme. Her application was submitted very early, practically at the beginning, offering 50 placements to young people. The aim was to give them the best training and to gain experience of working within a busy marketing agency. Although her business was based in Chippenham, her kick-starters operated all over the country. They were currently in week 19 of the programme with only seven weeks left to complete. Purpol Marketing had previously undertaken internships and offered online courses, so the Kickstart programme offered a scaling up of the existing offer. The advert for the placements went live on 4 September with 300 applications received within the first four days. Owing to the huge response, they had closed the advert early and the programme at the agency commenced on 2 November. The initial aim had been for the placements to start working with clients, but then there was a second lockdown and the course had to change its activity.

The students had been tasked to work in specific groups to produce chapters for an online course titled “Kickstart my Career”. This would be delivered with video and audio files, targeted at 18-24-year-olds and launched nationally. The agency was able to tap into ERDF funding to provide the students with Excel training.

Eight students had already found jobs. Overall, DOL thought it was a highly successful programme.

KT added that it was wonderful to hear of the success of Kickstart. Although it did have a few teething problems at the start, it was now running at pace.

**Action: KT offered to hold a conversation offline with PB and AP to assist in the issues for SWLEP.**

Mar 2021

**Action: KT and DOL to establish contact to harness Denise’s enthusiasm to pass on to DWP’s work coaches.**

Mar 2021



	<b>Action: ST and DOL to look at joint working to give inspiration to young people.</b>	<b>Mar 2021</b>
	<b>Action: MP and DOL to establish contact to share names of businesses which may be looking for digital marketing executives.</b>	<b>Mar 2021</b>
<b>7.0</b>	<b>Education &amp; Skills Funding Agency (ESFA) update</b>	
	<p>MA presented to the meeting on:</p> <ul style="list-style-type: none"> <li>the Register of Apprenticeship Training Providers (RoATP); and</li> <li>the Lifetime Skills Guarantee.</li> </ul> <p>The presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/210311_esfa-pp-roatp.pdf?sfvrsn=5c5b6001_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/210311_esfa-pp-roatp.pdf?sfvrsn=5c5b6001_4</a></p> <p><b>Action: MA and PB to meet ahead of the next meeting to discuss Skills White Paper progress and input for 20 May.</b></p>	<b>April 2021</b>
<b>9.0</b>	<b>Labour Market Intelligence (LMI) – jobs growth in areas of demand</b>	
	<p>DH presented to the meeting on the current status of the Labour Market Intelligence. The presentation can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/17-mar21-lmi---s-t-v0-1.pdf?sfvrsn=5afcaf23_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/17-mar21-lmi---s-t-v0-1.pdf?sfvrsn=5afcaf23_4</a></p> <p>Additional comments from the group were:</p> <ul style="list-style-type: none"> <li>when furlough came to an end there was expected to be a significant spike in unemployment;</li> <li>needed to factor in the implications of Honda closing at the end of July, as most associates would stay until the end for the retention bonus;</li> <li>a Honda Emergency Planning exercise was scheduled for 29 April to test the support systems for the 2,500 staff;</li> <li>Honda UK Manufacturing was one part of the landscape. It would also include other Honda companies and the supply chain whose staff would also be affected; and</li> <li>interest in the site was accompanied by interest in the people.</li> </ul>	
<b>10.0</b>	<b>Update on Institute of Technology (IoT)</b>	
	CK gave an update on the status of the Institute of Technology following the presentation at the meeting on 13 January.	



	<p>Key points were:</p> <ul style="list-style-type: none"> <li>• the project was progressing well;</li> <li>• value engineering because the bid had been written over three years ago and costs had increased;</li> <li>• builders were now on site and the building had been stripped out;</li> <li>• it was expected to be open towards the end of October;</li> <li>• the IoT programme would be starting in September, so there would be an interim measure until the building was ready;</li> <li>• the website was now live;</li> <li>• an information event was being held on 25 March; and</li> <li>• they would be going into a number of schools to raise awareness of the IoT and routes to further/higher education.</li> </ul>	
<b>11.0</b>	<b>National Apprenticeship Week report – how did it go?</b>	
	<p>JJ presented to the meeting on Swindon Borough Council’s Apprenticeships Report and the National Apprenticeship Week held in February. The presentation can be accessed via the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/overview-and-scrutiny-25022021-apprenticeships.pdf?sfvrsn=1fd13e7b_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/overview-and-scrutiny-25022021-apprenticeships.pdf?sfvrsn=1fd13e7b_4</a></p> <p><b>Action: owing to MT’s absence, the Chair requested the results of Wiltshire Council’s National Apprenticeship Week for the next meeting.</b></p>	<b>May 2021</b>
<b>12.0</b>	<b>AOB</b>	
	<p><b>Date of next meeting</b> Thursday, 20 May – 10am -12 noon Via video / teleconference call</p> <p><b>Future meetings:</b> Thursday, 15 July – 10am -12 noon Monday, 13 September – 10am – 12 noon Thursday, 11 November – 9.30am – 11.30am</p> <p>All meetings will take place via video / teleconference call until further notice.</p> <p>AB thanked Peter Wragg for his contribution to the Skills &amp; Talent Subgroup over the years. Peter was stepping down from his position as Deputy Chair of the SWLEP Board and this would be his last Skills &amp; Talent Subgroup meeting.</p> <p>AB thanked those present for attending and for their contributions.</p>	
	<b>Meeting closed at 11.02am</b>	