

Name	Role	Attendance
Alison Thorpe (AT)	DfE	Apologies
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director, QinetiQ	Arrived 10.10am
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	Apologies
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Georgina Keily-Theobald OR Ian Tucker	representing Wiltshire Association of Secondary School Heads (WASSH)	Apologies
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	Apologies
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Anwen Jones (AJ)	SWLEP's BEIS Representative	✓
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	Apologies
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Rick Kavanagh (RK)	Representative from MoD	
Andrew Lord (AL)	Alabaré	✓

 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Minutes Skills & Talent Subgroup Meeting Monday, 13 September 2021
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Name	Role	Attendance
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Chris Baish (CB)	MD, Institute of Technology	
Dragana Houston (DH)	SWLEP	✓
Amanda Peach (AP)	SWLEP	Apologies
Debby Skellern (DS)	SWLEP	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
Amy Wetherill	SWLEP Digital Apprentice	✓
Sarah Pearce	SWLEP Digital Apprentice	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	10am	
Finish time	12 noon	

Item	Topic	Deadline
1.0	Welcome and introductions	
	CK welcomed attendees to the meeting and apologies were noted. Particular welcome was extended to Amy Wetherill and Sarah Pearce who were newly appointed digital apprentices with the SWLEP and were attending to observe as part of their training.	
2.0	Minutes, matters and Conflicts of Interest	
	<p>Minutes of the meeting held on 15 July 2021 were read and approved.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> KT and DOL to establish contact to harness Denise's enthusiasm to pass on to DWP's work coaches. KT was absent from the meeting. DKH to check prior to the next meeting. Email sent 26 May. As yet no response. Bring forward. It was decided to remove this item from matters arising as so much time had elapsed. 	

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 Website: www.swlep.co.uk



	<p>All other Matters arising had been completed.</p> <p>Conflicts of Interest SWLEP had a standing Conflict as an intermediary in the Kickstart Scheme and CK as the Principal for the Institute of Technology. RL declared that FSB was also a Gateway organisation for the Kickstart scheme. No further Conflicts were declared.</p>	
3.0	Skills Plan White Paper and update on Skills Accelerator programme	
	<p>CK updated the meeting on the status of the Skills Plan White Paper.</p> <p>At the last meeting of the Subgroup, we were waiting to hear the outcome of the bids for the Skills Improvement Plans (SIPs) involving the Chambers of Commerce. Unfortunately, the Swindon & Wiltshire bid with Business West had not been successful. The nearest to us was the Business West bid in the West of England area involving Bristol and Weston Colleges. For a full list of the other seven Trailblazer Pilots, please follow the link below.</p> <p>https://www.gov.uk/government/publications/skills-accelerator-trailblazers-and-pilots/skills-accelerator-local-skills-improvement-plan-trailblazers-and-strategic-development-fund-pilots</p> <p>The Skills White Paper had passed through the House of Lords prior to recess and was now being updated with its suggested amendments and would return to the House of Commons for a second reading.</p> <p>CK advised that the meeting would be kept updated as and when information became available.</p>	
4.0	Careers Hub update	
	<p>ST updated the meeting on the status of the Careers Hub.</p> <p>Current performance The presentation can be accessed via the following link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/2021/13-sep-2021/careers-hub-update-13th-september-2021.pdf?sfvrsn=ed269a17_6</p> <p>Key points made were:</p> <p>Results at the end of year:</p>	



- the last output was in July and the Careers Hub was operating at about the national level, except in Benchmark 3, *Addressing the needs of each pupil*, and Benchmark 6, *Experience of the workplace*, where the Hub was lagging slightly behind the national average;
- Experiences of the workplace had dropped significantly across the whole country;
- six out of the eight Benchmarks were above national average;
- the direction of travel was very positive expecting the Experience of the workplace;

Overall benchmark achievement:

- it had been a very challenging year, but the Hub was starting the new academic year in a very good position;
- the KPIs set for next year were classed as comfortable to achieve;
- CEC's targets had been reduced nationally;
- there was a new CEO in post who was focusing on the individual needs of each young person, and this was reflected in the CEC's updated mission and vision statements;
- the Careers Hub had been working with CEC over the summer on the project plan;

The Cornerstone Employer Group had not worked as well as expected last year. As this was a strategic link to the area's major employers for them to contribute, it was crucial to harness their involvement. Steven Haines was preparing 1:1 assessments with each Cornerstone Employer to ascertain their level of commitment, will etc.

Asked how the group could support the Hub on this issue, it was requested to advise of employers which had this high on their agenda. Although the Hub may lose some employers, refreshing the group regularly would lead to an initial burst of activity and would give them tangible work to complete and demonstrate their ability to change the system.

The Year 7 Maths Project was making good progress and the Hub was interviewing for the project lead on Friday. It had recruited eight of the ten schools required and had already started working with employers.

Action: ST to provide bullet points on what the Careers Hub wanted from employers to go out with minutes. COMPLETED

The meeting was advised that NHS Salisbury worked with several employers together to find industry placements for T level students.

The Hub was asked what key differences the CEC's new vision and mission would make overall. In response, ST stated that it would allow the Hub to go deeper into the Benchmarks and find out the underlying causes.



	The team was congratulated on its level of achievement given the extraordinary year.	
5.0	Labour Market Intelligence (LMI) - jobs growth in areas of demand	
	<p>DH updated the meeting on Labour Market Intelligence (LMI) for the Swindon and Wiltshire area and the presentation can be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/2021/13-sep-2021/september-21-lmi.pdf?sfvrsn=6d41153d_6</p> <p>Key points raised were:</p> <ul style="list-style-type: none"> • the economy was continuing to recover; • more jobs were being advertised across the piece; • the HRI data showed HONDA and other manufacturing redundancies; • a watching brief was being applied to the transportation and storage sectors; and • claimant count had been decreasing, which was positive, even though furlough was coming to an end, and it had been expected for this to rise. <p>The point was made that people being made redundant did not always go into claimant count immediately. Those with good redundancy packages may be delayed claimants.</p> <p>A question was raised about the social care sector which was experiencing issues in recruiting sufficient staff in the south of the county. The meeting was advised of an increase in demand for jobs being advertised, but this did not necessarily mean that these jobs were being filled. The new Amazon distribution centre was taking many job seekers and in addition, Council budgets were tight, and contracts were being squeezed. Recruitment in the social care sector was becoming a crucial issue.</p>	
8.0	Apprenticeship Strategy	
	<p>This item was taken out of order.</p> <p>DH presented to the meeting. The presentation can be accessed by following the link below.</p>	



https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/2021/13-sep-2021/apprenticeship-strategy-sept-2021.pdf?sfvrsn=82a72d31_4

A Working Group had been established and meetings already held. The previous strategy was reviewed to see what the SWLEP could do to have an impact on the situation and, with contributions from stakeholders on good work already undertaken, a plan would be developed accordingly. The new approach would avoid duplication and allow SWLEP to be impactful on the areas it could control, pushing apprenticeships, whilst not ignoring other routes. Products and materials would also be produced.

Increasing the numbers of apprenticeships could be tackled in the following ways:

- the meeting was advised of one employer which had 140 apprentices on its site and how it procured apprenticeship providers nationally at Levels 2-7 and how it employed levy sharing agreements with other small companies on its patch. It was a method to be investigated further;
- by reaching out to re-skillers / up-skillers; and
- by building the requirements for apprenticeships into S106 planning.

Moving beyond the traditional view of apprenticeships and focussing on where SWLEP wanted to go with the Local Industrial Strategy, for example, with new energy and cyber, would lay a footpath towards the future on developing a skills base. Getting young people interested in cyber and getting them to take the qualification was the challenge. How did we reach them? How did we get employers to take a chance on a young person? The meeting was advised that nationally, by 2030, there may be up to 5 million people lacking basic digital skills.

Further information would be brought to the next meeting.

DH was thanked for the presentation.

6.0 The Institute of Technology (IoT) update

	<p>In Chris Baish's absence, CK updated the meeting on the Institute of Technology's progress.</p> <p>Over the next couple of weeks, many students would be starting at the IoT for HE and higher-level apprenticeships. The building work was falling slightly behind, and the courses had been allocated elsewhere at the moment. However, students would still be able to access the equipment. Fixtures and fittings were taking shape and a digital fly-through had been made which would be available on the website.</p> <p>There was now a big push to schools to offer the IoT as a route for progression for their young people. This was made easier now that physical events were possible.</p> <p>The IoT had now received funding to deliver short courses on digital skills to Levels 4/5 with 50-60 guided learning hours. This would be free and allow employers to upskill their employees at no cost to them. This could be delivered remotely which made it flexible for employers and employees.</p> <p>CK was not able to announce the source of the funding at present.</p> <p>Action: information on the short courses was requested so attendees could promote.</p>	Sept 2021
7.0	Kickstart	
	<p>PB updated the meeting on the Kickstart Scheme. The following points were made:</p> <ul style="list-style-type: none"> • there were 280,000 approved jobs nationally; • there were 900 Gateway Organisations around the country; • 63,000 placements had been started; • nationally the number of applications was 18,900 of which 13,000 were rejected, that is, approximately one third of the applications put forward had been approved; • locally SWLEP had 197 placements; • two business had withdrawn from the scheme and their placement offers removed from the original 200 placements on the SWLEP's books; • 62 placements had been filled; • on Friday, 10 September the last application for 17 places had been submitted; • SWLEP was holding 12 different sets of applications with differing numbers of places; and • the SWLEP had worked with over 100 SMEs to get to this point. 	

	The question was raised as to whether the programme would continue; hence the letter to Justin Tomlinson MP included in the papers. There was a chance that the programme would be extended into 2022 in order to fill the jobs already offered, but no more new applications would be processed.	
9.0	Skills Plan 2021-22	
	<p>PB spoke to the meeting and explained that the area needed well-trained people, be they the young or re-trained older people. SWLEP's current emphasis was on generating skills data and undertaking further analysis to see emerging trends. The Apprenticeships Strategy and the work of the Careers Hub would be the main programmes to improve the skills situation. SWLEP would only flex and change from that if there were major changes to the LEP Review.</p> <p>The meeting would be kept up-dated of developments.</p>	
10.0	Events for the year ahead to summer 2022	
	<p>PB suggested pulling together an events schedule for all key Skills & Talent events across the year to which the partners could contribute. This would be drafted between now and the next meeting and would become an ongoing agenda item which could be updated.</p> <p>SWLEP would be happy to co-ordinate this activity.</p> <p>Action: Group members to send event details to PB, who would draft a schedule.</p>	November 2021
11.0	AOB	
	<p>Date of next meeting Thursday, 11 November – 9.30am – 11.30am Via video / teleconference call</p> <p>Future meetings: Wednesday, 12 January – 10am to 12noon Tuesday, 8 March – 2pm to 4pm Thursday, 19 May – 10am to 12noon Thursday, 14 July – 10am to 12noon Wednesday, 14 September – 10am to 12noon Wednesday, 9 November – 10am to 12noon</p> <p>All meetings will take place via video / teleconference call until further notice.</p> <p>CK thanked those present for attending and for their contributions.</p>	



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

**Minutes Skills & Talent
Subgroup Meeting
Monday, 13 September 2021**

Meeting closed at 11.18am

Carole Kitching 15/11/2021