



Name	Role	Attendance
Mike Ashworth (MA)	DfE	Apologies
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Amanda Burnside (AB)	Chair of Subgroup, SWLEP Board Director and Principal of Wiltshire College & University Centre	✓
Iain Hatt (IH)	Wiltshire College & University Centre	✓
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	Apologies
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	✓
Name yet to be advised	Chair of the Swindon skills and employment board	
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Karen Taylor (KT)	DWP	✓
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	✓
Peter Wragg (PW)	SWLEP Board Director and Deputy Chair	✓



Name	Role	Attendance
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	Apologies
Maj Claire Hall (CH)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	✓
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	Apologies
Matt Leach (ML)	Beards Construction	
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	Apologies
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Lt Col Duncan Attwell	MoD	✓
Dragana Houston (DH)	SWLEP	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
Chair:	Amanda Burnside (AB)	
Minutes:	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees. A particular welcome was extended to Ian Tucker at his first Skills & Talent meeting. He was now representing the Wiltshire Association of Secondary School Heads (WASSH), as the chair had recently changed. Introductions were made and apologies were noted.	
2.0	Minutes, matters arising and Conflicts of Interest	
	Minutes of the meeting held on 9 November 2020 were read and approved.	



	<p>Matters arising:</p> <ul style="list-style-type: none"> • Kickstart backlog, employers in danger of dropping off the scheme. KT advised that she would raise this issue with her manager as resources were being diverted to get more applications through the system. ON AGENDA at Item 4.0. • How many of SMEs had managed to start the programme? KL would ascertain what she could and report back. KL was absent from the meeting, but no information had yet been received. • Engagement Officer within the Army HQ South West which used long-established recruiting methods and could be of benefit. KT and CH to take offline. KT advised that this had not yet happened as they were still ascertaining the most appropriate person. • KT to provide more information on other Gateway organisations' figures to DKH when available to be circulated. KT advised that she was not able to do so owing to GDPR regulations. Lists of the Gateway organisations were available on www.gov.uk. • A deeper and richer engagement with Universities than previously which we needed to harness. AB, PB and CK to take offline. CK and AB meet every couple of weeks as a matter of course and would pick up with PB when progressing those conversations. • Interest was expressed in investigating the proposal of a Study Higher group and joining up as one group across Swindon and Wiltshire. MT and SB to discuss offline. To pick up after this meeting. <p>Conflicts of Interest None were mentioned for this agenda, although SWLEP had a standing Conflict as an intermediary in the Kickstart Scheme (Item 4).</p>	
<p>3.0</p>	<p>Local Skills Report</p>	
	<p>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> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/15-swlep-local-skills-report-draft---jan-s-t.pdf?sfvrsn=f5aa2d2a_4</p> <p>Additional comments by Subgroup members were:</p> <ul style="list-style-type: none"> • should include not just academic routes, but technical routes generally, particularly with regard to inclusion and equality. How could we help and support some of that message into schools, to parents and students? • the quality and quantity of apprenticeships. What the Government had set them up to achieve was a long way from reality. 100,000 apprenticeships with only 11,000 applications. What were the 	



	<p>barriers? Only £200m had been invested in apprenticeships vs £2bn invested in the Kickstart scheme;</p> <ul style="list-style-type: none"> • what were the actions to address with regard to employee mental health and concerns? DH replied that SWLEP was looking for examples of best practice provided by employers to improve productivity. But there was a lot on offer, which could be confusing. The next step was to recruit a couple of businesses to work alongside for more in-depth studies to monitor improvement in productivity. That would be the impact. If anyone knew of any business which would be interested in doing this now, to get in touch. • Was the lack of a university in the area causing problems? The HE Strategy Group had looked at this in depth, but it was always worth revisiting at some stage. <p>PB advised the meeting of the virtual platform we used for businesses in the This Way Up webinar series. 900 individuals were registered for the webinars and 400 had accessed them via catch-up. Provision of webinars of this nature, for example The Sound Doctor, would be easily accessible.</p> <p>Action: 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.</p>	<p>25 Jan 2021</p>
<p>4.0</p>	<p>Update on local initiatives</p>	
	<p>Kickstart scheme</p> <p>KT advised the meeting that DWP acknowledged performance challenges due to the volume of interest in Kickstart. 50,000 vacancies were in the pipeline nationally. 40 extra staff had been drafted in to deal with the backlog and area directors had been asked to focus on this, so it was high profile. Each district had now been allocated a Kickstart Account Manager. Additional employer advisors were now in place for Kickstart Gateway organisations.</p> <p>KT provided the following links for access to Kickstart information.</p> <ul style="list-style-type: none"> • for employers with less than 30 vacancies to locate a Kickstart Gateway organisation. <p>https://secure.dwp.gov.uk/find-a-kickstart-gateway</p> <p>(There was no information available externally for employers who are providing 30+ vacancies.)</p> <ul style="list-style-type: none"> • how an organisation can become a Kickstart Gateway and how an employer can apply to be part of the Kickstart Scheme. 	



	<p>https://www.gov.uk/guidance/help-employers-apply-for-a-kickstart-scheme-grant-kickstart-gateway</p> <p>Sole traders had been falling through the assessment process because of the set criteria, but a new grant agreement had been issued as Gateway Direct. Unfortunately, the situation during the third lockdown was uncertain. Employers may not be able to start their Kickstart employees and there was a proposed extension for the Kickstart scheme to take that into consideration. Those who had already started their placement would continue and would continue to receive payment as this was through no fault of their own.</p> <p>Restart Programme</p> <p>The Restart Programme was announced by the Chancellor in the plan for jobs. This programme was aimed at those who were not too far from the labour market and were in the intensive work search category. It was due to start in summer, possibly July. The tender would be issued in the spring and the contract would be spread across the UK in 12 package areas. All providers must have local presence for local knowledge and to work with local employers. Intensive support would be provided for four months in 1:1 sessions tailored to individual needs. £2.6bn of funding was expected to support this programme.</p> <p>Customer Satisfaction Questionnaires (CSQs) would be used to seek feedback from those enrolled in the programme, and success would not be based solely on outcomes.</p>	
<p>5.0</p>	<p>Labour Market Intelligence (LMI) – jobs growth in areas of demand</p>	
	<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>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/14-jan21-lmi---s-t-v0-4.pdf?sfvrsn=dded1154_4</p> <p>There was now more emphasis placed on green jobs and these were broken down to demonstrate the skills needed. It was anticipated that the demand for these services would increase.</p>	
<p>6.0</p>	<p>Update on Institute of Technology (IoT) and merger of Swindon College and New College</p>	
	<p>CK presented to the meeting on the status of the Institute of Technology and the merger of the two Swindon colleges. The presentation can be accessed via the link below.</p>	



	<p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/iot-swlep-slides.pdf?sfvrsn=36e855b_4</p> <p>Comments from the Subgroup members were are follows:</p> <ul style="list-style-type: none"> • There was no dedicated student accommodation at the moment. It was something to be considered for the future, but the IoT would assist with sourcing accommodation in the town. <p>Action: MP to pass apartments contact to CK for consideration on the accommodation list.</p> <ul style="list-style-type: none"> • Employers were currently reluctant to pledge numbers for apprenticeships, although potential numbers had been pledged for national companies where the IoT was delivering largely remotely via a blended model. • The opportunity to talk about the IoT and communicate with Head of Year or students could be used via Marketing staff at WASSH. <p>Action: the item to be maintained on the agenda for updating the group on progress and where / what support was needed.</p>	Ongoing
7.0	SWLEP developments – skills opportunities	
	<p>PB advised the meeting of the skills opportunities for the Swindon & Wiltshire area. These would include:</p> <ul style="list-style-type: none"> • an increase in green jobs for the future (Item 5.0 refers) and cited the Innovation Campus for the Circular Economy (ICCE) as an example. This project was in collaboration with the University of Bath, Recycling Technologies and the Science Museum at Wroughton and would provide jobs particularly in Research & Development; and • digital jobs were set to increase and advised of the current project for the Business Cyber Centre. DfE was running a series of digital bootcamps nationally and we had links with the Institute of Coding. The aim was to make this run together and have employers lined up waiting to make job offers. <p>PB advised of the current bid via the Health Foundation for Economies for Healthier Lives. This worked on the premiss that improved health led to an improve economy. This work was strongly linked to the Skills Plan.</p>	
8.0	National Apprenticeship Week (NAW) plans	
	<p>Owing to time pressures, notes from MT were supplied after the meeting and are included as an attachment, Appendix I.</p> <p>Action: AB to provide contact details of new marketing person for Wiltshire College & University Centre to MT to forge links.</p>	Jan 2021



9.0	Careers Hub spending plans	
	ST presented to the meeting. The presentation can be accessed using the following link. https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub-skills-and-talent-meeting-january-2021.pdf?sfvrsn=77954807_4	
10.0	AOB	
	AB advised the meeting of her plans to retire in July. The SWLEP Board in May would be her last after six years on the Board. AB was thanked for her contribution to the SWLEP and wished well in her retirement. Date of next meeting Thursday, 11 March – 9.30am -11.30am Via video / teleconference call Future meetings: Thursday, 20 May – 10am -12 noon Thursday, 15 July – 10am -12 noon Monday, 13 September – 10am – 12 noon Thursday, 11 November – 9.30am – 11.30am All meetings will take place via video / teleconference call until further notice. AB thanked those present for attending and for their contributions.	
	Meeting closed at 4.06pm	

12 March 2021