



Attending	Mike Ashworth (MS) Paddy Bradley (PB) Sally Burnett (SB) Amanda Burnside (AB) Iain Hatt (IH) Matt Leach (ML) Andrew Lord (AL) Mandy Paterson (MP) Jean Scrase (JS) – via telephone Andrew Steele (AS) Phil Townsend (PT) Steve Wain (SW) Adam Wallbank (AW) Peter Wragg (PW)
Guest(s)	Katie Cross (KC) / Dragana Houston (DH) / Shona Taylor (ST) / Keeran Vetriko (KV)
Apologies	Matt Eade (ME) / Ian Gardener (IG) / Helean Hughes (HH) / Guy Keith-Miller (GKM) / Carole Kitching (CK) / Ruth Lambert (RL) / Karen Leigh (KL) / Vicky Lukins (VL) / Ash Nandurkar (AN) / Mandy Timbrell (MT) – representing Helean Hughes
Chair	Amanda Burnside (AB)
Minutes	Deborah House (DKH)
Venue	Committee Room B&C, Monkton Park, Chippenham, SN15 1ER
Start time	2pm
Finish time	3.27pm

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees to the meeting and introductions were made. Apologies were noted.	
2.0	Minutes, matters arising and Conflicts of Interest	
	The minutes of the meeting held on 10 September 2019 were reviewed and approved. Matters Arising <ul style="list-style-type: none"> SB to ask Mike Ashworth from ESFA what wider funding may be available for Honda. The case for any extra funding would need to be backed by a business case and so not a simple process. Additional funding likely through the EU SME 	



	<p>Competitiveness programme, but that would focus on businesses or individuals wishing to start businesses.</p> <ul style="list-style-type: none"> • The issue of the unused levy to be added to the agenda for discussion in SB's meeting with Mike Ashworth. MA advised the meeting that there was nothing new to add. The meeting decided to maintain a watching brief. • VL to hold meeting with ST and MT on how the ASK programme could work together with the Careers Hub to avoid duplication. A further meeting had been arranged for the following week. • Local Industrial Strategy to be sent to Subgroup members – this had been issued at the end of the previous week. <p>Conflicts of Interest – None declared for this agenda.</p>	
3.0	Recommendations from the SAP Analysis Toolkit	
	<p>DH presented to the meeting. The presentation given can be accessed via the following link:</p> <p>https://swlep.co.uk/docs/default-source/sub-groups/skills-talent/sap-toolkit-analysis-presentation-v0-3.pdf?sfvrsn=8faf4abe_6</p> <p>There was considerable debate and input during the meeting on the information provided and there were opportunities for attendees to challenge the findings.</p> <p>The key findings for the Swindon & Wiltshire LEP area were:</p> <ul style="list-style-type: none"> • the high-skilled sector of the economy was not well developed, creating a structural weakness; • above-average demand for labour-intensive occupations; however, these were the jobs that were expected to diminish in the future. <p>The presentation included data linked to NEET figures which were challenged by members. This work would be reviewed.</p> <p>Action: DH to investigate the NEETs vs free school meals data.</p> <p>ST advised the meeting of a Careers & Enterprise Company pilot scheme currently running in Wiltshire which was working with primary schools to start the process earlier with students. If this went well, it would be rolled out across the country.</p> <p>AB stated that the digital piece was coming out very strongly, which was also reflected in the Local Industrial Strategy.</p>	Nov 2019
4.0	Structure for the Skills Plan	



	<p>PB spoke to the paper.</p> <p>One aim of the overarching Skills Plan was to reduce duplication contained in the Higher Education Strategy, the Apprenticeship Growth Strategy, the Higher Futures programme and the Careers Hub programme.</p> <p>The Skills Plan would be a succinct document signed off by SWLEP Chair and Subgroup Chair. The SWLEP would publish the Local Industrial Strategy and Skills Plans related to it, even if Government focus changed.</p> <p>A small Task & Finish Group was required to push ahead with this work. The following names were put forward:</p> <ul style="list-style-type: none"> • Amanda Burnside • Jean Scrase • Sally Burnett • Andrew Steel • Mandy Paterson • Adam Wallbank • Peter Wragg • Mandy Timbrell • Andrew Lord <p>AB would outline the proposed work to the SWLEP Board in November, for a final document to come forward at the Board Meeting in January 2020.</p> <p>The Swindon & Wiltshire Local Enterprise Partnership's Skills & Talent Subgroup:</p> <p>ENDORSED the approach to developing the SWLEP Skills Plan outlined in section 4 of the report; CONFIRMED membership and purpose of the task and finish group to oversee the production of the plan by March 2020; and REQUIRED the Chair of the Subgroup to update the SWLEP Board on the process to produce the SWLEP's overarching Skills Plan.</p>	
5.0	AOB	Update at Nov 2019
	<p>SW advised the meeting that the two Swindon colleges were now on a merger footing, and would be going out to consultation early in the New Year. SWLEP would be invited to this. The two Boards had decided in July to merge, but this information had only been made public in October as it had been dependent on discussions regarding the Institute of Technology (IoT).</p>	



SB advised of a fund of £8.8m with CITB for 25 November for the provision of 14 hubs throughout the country to teach skills for the construction and associated industries. MJ Church, Tonic Construction and Beards, together with the two colleges, were drafting one strong, collaborative bid for the SWLEP area.

Date of next meeting

The date of the next meeting was scheduled for Monday, 13 January 2020, 2pm-4pm, location to be advised.

Future meetings:

- Monday, 9 March – 2pm-4pm;
- Monday, 18 May– 2pm-4pm;
- Monday, 13 July– 2pm-4pm;
- Monday, 14 September – 2pm-4pm; and
- Monday, 9 November – 2pm-4pm.

AB thanked those present for attending and for their contributions.

Meeting closed at 3.27pm

ADP 13/1/20



MEMBERSHIP

Name	Role
Amanda Burnside (AB)	Chair and Principal of Wiltshire College & University Centre
Mike Ashworth (MA)	DfE
Paddy Bradley (PB)	Director, SWLEP
Sally Burnett (SB)	Swindon Borough Council Skills Lead
Ian Gardener (IG)	DWP
Iain Hatt (IH)	Deputy Principal, Wiltshire College
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council
Guy Keith-Miller	representing HEI Pathways & Provisions Group
Carole Kitching (CK)	Principal, New College Swindon
Karen Leigh (KL)	SWLEP BEIS Representative
Vicky Lukins (VL)	Gloucester and Wiltshire Partnership of Training Providers
Mandy Paterson (MP)	Inspire and Chair of Wiltshire skills, education, employment skills board
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)
Steve Wain (SW)	Principal, Swindon College
Peter Wragg (PW)	SWLEP Board Director, Deputy Chair
Name to be advised	Representative from WASSH
Name to be advised	Chair of the Swindon skills and employment board
Employers	
Matt Eade (ME)	Representative from MoD
Ruth Lambert (RL)	Ruth Lambert (RL) – Business Representative Organisations' Group (BROG)
Matt Leach (ML)	Beards Construction
Andrew Lord (AL)	Alabaré
Ash Nandurkar (AN)	Wavin
Jean Scrase (JS)	NHS Salisbury
Phil Townsend (PT)	Littelfuse
Adam Wallbank (AW)	Siemens
Name to be advised	Representative from Gooding Accounts