



Attending	Mike Ashworth (MS) Paddy Bradley (PB) Sally Burnett (SB) Amanda Burnside (AB) Chris Dutton (CD) Matt Eade (ME) Ian Gardener (IG) Iain Hatt (IH) Mike Holliday (MH) Guy Keith-Miller (GKM) Ruth Lambert (RL) Matt Leach (ML) Karen Leigh (KL) – left at 3pm Andrew Lord (AL) Mandy Paterson (MP) Andrew Steele (AS) Mandy Timbrell (MT) Phil Townsend (PT) Adam Wallbank (AW) Peter Wragg (PW)
Guest(s)	Camille Marchand - SWLEP
Apologies	Katie Cross (KC) / Helean Hughes (HH) / Carole Kitching (CK) / Ash Nandurkar (AN) / Jean Scrase (JS) / Steve Wain (SW) / Keeran Vetriko (KV)
Chair	Amanda Burnside (AB)
Minutes	Deborah House (DKH)
Venue	Lacock Suite, Lackham House, Wiltshire College & University Centre, Lacock, Chippenham, SN15 2NY
Start time	2pm
Finish time	3.25pm

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees to the meeting and, as there were a few new faces, introductions were made. Apologies were noted.	
2.0	Minutes, matters arising and Conflicts of Interest	
	The minutes of the meeting held on 4 November 2019 were reviewed and approved.	



	<p>Matters Arising</p> <ul style="list-style-type: none"> • SB to ask Mike Ashworth from ESFA what wider funding may be available for Honda. Additional funding had to be requested via a submitted Business Case. Working on where there were gaps to request funding. Honda had been positive and grateful on the work around the Labour Market Intelligence (LMI) to upskill and reskill its workforce. • The issue of the unused levy to be added to the agenda for discussion in SB's meeting with Mike Ashworth. The Subgroup to maintain a watching brief on the situation. • VL to hold meeting with ST and MT on how the ASK programme could work together with the Careers Hub to avoid duplication. <p>Action: PB to pick up at the next Careers Hub Steering Group meeting.</p> <ul style="list-style-type: none"> • Local Industrial Strategy (LIS) to be sent to Subgroup members – this had been done. The Working Group had met that morning and SWLEP members were further strengthening the LIS. There were some amendments to make, therefore no iteration would be taken to the Board on 22 January. A strong tie to the Skills Plan through the People section of the strategy was supported. • DH to investigate the NEETs vs free school meals data. This was on-going and therefore PB had not yet put NEETs in the Skills Plan. • Skills Plan Working Group The meeting had confirmed the membership of the Working Group and endorsed the approach. AB had updated the Board on the current status in November 2019. <p>Conflicts of Interest PB made the meeting aware of the Growth Hub SME competitiveness bid, which if it were to be approved by Government, could provide a potential conflict for him.</p>	<p>13 Feb 2020</p>
<p>3.0</p>	<p>Presentation for the Skills Plan</p>	
	<p>PB presented to the meeting. The presentation can be accessed on the website via the following link:</p> <p>https://swlep.co.uk/docs/default-source/sub-groups/skills-talent/swlep-skills-plan-130120.pdf?sfvrsn=69aec847_4</p>	



PB first gave an overview for the reason and process for the Skills Plan. There was a good level of debate in the room and the approach identified in the presentation was welcomed by the Subgroup. Comments were as follows including suggested amendments and considerations:

- Labour Market Intelligence (LMI) was available via “Examine a Place”, a platform provided by DWP and DfE working together, however, there was a time lag to this information;
- another, commercial product, Labour Insight provided live data, establishing a real-time source of data;
- it was acknowledged that we would need to interrogate this data ourselves otherwise we would be responding to the current situation and not anticipating future needs;
- regular updates would be needed and material issued to demonstrate the situation in the area;
- the group would provide an annual report and look forward to projections for the future;
- this could be used to drive the curriculum planning in Further Education establishments;
- the question was raised as to why apprenticeship numbers were no further forward and there was variability across areas;
- IH worked with the National Apprenticeship Group – apprenticeship brand, accessibility, ease of starting, bureaucracy and a need to simplify the paperwork were common themes;
- an increased brand awareness and work with parents was needed;
- IH commented that apprentices had to obtain their qualification, but completing the End Point Assessment (EPA) was not compulsory, so another means to measure success and/or improve was not available;
- Marketing & Comms of the brand should be specific to our area;
- contribute more to productivity if staff were upskilled within a role;
- T levels equated to a technical education, but were not fully understood by employers;
- it was crucial for business and education to work together;
- with the increased availability of employment land in the area, the idea would be to also have on-site education to businesses;
- the Institute of Technology (IoT) in Swindon had a charter to operate for five years and the curriculum would be employer-driven;
- add more in progression pathways with a link to the actual job/career;
- more funding was available to do “weightier subjects”, for example, engineering, so there was more incentive for schools to offer these subjects;
- gender stereotypes within STEM subjects also needed to be tackled;



	<ul style="list-style-type: none"> • CD commented that even though schools would like to provide Level 3 Maths, there was not always the staff available to teach to that level; • increase the opportunity for young people from vulnerable groups to break the cycle and schools received additional funding for SEND groups etc; • PB questioned attendees' thoughts on whether Health & Mental Wellbeing should be an aspect of the Skills Plan; • the consensus was that this was an important element to education and should be retained; • PB had included NEETs under vulnerable people in the presentation, but to be read in conjunction with Item 2 above; • to aim for employability of students with good social skills; <p>Action: IH and MP to discuss outside the meeting.</p> <ul style="list-style-type: none"> • Maths and English were contained within STEM, but it was felt that Digital competence was as important as society moved forwards; • there was an emphasis on STEM subjects within the presentation, although the group was asked to acknowledge the growth in jobs in health and social care where there would always be a need for a hands-on approach; • even so, that workforce would become increasing tech-savvy; • the skills offer should also be attracting people into the area from outside to be trained, rather than just those within our borders; • ME stated that much of training and onward employment was done by the military in-house, but the discussion was around how to retain Leavers in the region for the jobs we needed fulfilled; • supporting employers' workforce development plans into the future; • upskilling staff whilst already in a company caused problems when 20% off-the-job learning was required, particularly at a high level within the organisation; and • PT commented that was why his company was interested in the Open University; <p>Action: PB to amend the presentation in line with the suggestions and comments made in time for the Board Meeting on 22 January and the next Working Group meeting on 9 March.</p> <p>Action: PB to run through Local Industrial Strategy again at the next meeting to remind attendees of the link to the Skills Plan.</p>	<p>Feb 2020</p> <p>22 Jan / 9 March 2020</p> <p>9 March</p>
4.0	AOB	
	<p>Date of next meeting</p> <p>The date of the next meeting was scheduled for Monday, 9 March 2020, 2pm-4pm, Lacock Suite, Lackham House, Wiltshire College & University Centre, Lacock, Chippenham, SN15 2NY</p>	



Future meetings:

- **Monday, 18 May – 2pm-4pm**
Lacock Suite, Lackham House, Wiltshire College & University Centre, Lacock, Chippenham, SN15 2NY
- **Monday, 13 July – 2pm-4pm**
Rooms D001/D002, Wiltshire College & University Centre, Cocklebury Road, Chippenham, SN15 3QD
- **Monday, 14 September – 2pm-4pm**
Location to be advised
- **Monday, 9 November – 2pm-4pm**
Location to be advised

AB thanked those present for attending and for their contributions.

Meeting closed at 3.35pm



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