



<b>Attending</b>	Sally Burnett (SB) Paddy Bradley (PB) Karen Leigh (KL) – by telephone Vicky Lukins (VL) Mandy Paterson (MP) – arrived 9.45am
<b>Guest(s)</b>	Shona Taylor (ST) / Mandy Timbrell (MT)
<b>Apologies</b>	Amanda Burnside (AB) / Katie Cross (KC) / Maria Hamblin (MH) / Helean Hughes (HH) / Camilla Radcliffe (CR) / Morag Sullivan (MS) / Phil Townsend (PT) / Peter Wragg (PW)
<b>Chair</b>	Paddy Bradley (PB)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Bewley Room, Monkton Park, Chippenham, SN15 1ER
<b>Start time</b>	9am
<b>Finish time</b>	11am

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and Introductions</b>	
	PB welcomed attendees to the meeting and apologies were noted.	
<b>2.0</b>	<b>Minutes, matters arising and Conflicts of Interest</b>	
	<p>The minutes of the meeting held on 16 May 2019 were reviewed and approved.</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>Institute of Technology</b> – Steve Wain, Principal of Swindon College, was going to limit the details of the bid to the Steering Group. However, only the financials could be considered confidential and at least a summary could be made available to a wider group.</li> <li><b>HONDA</b> – Another meeting of the People Skills Working Group had been scheduled for w/c 22 July 2019. Honda HR had attended the recent Skills Working Group and advised on the timings of staff redundancies, and the nature of the support they would like to receive. SB had a meeting with the HR lead of Honda UK on 18 July and had started to work with the other Honda companies in the group. The employee assistance programme had been commissioned and would be ready w/c 22 July. The Working Group had been informed about the first tranche of redundancies and this information would be made public soon.</li> </ul>	



<b>Action: SB to ask Mike Ashworth from ESFA what wider funding may be available.</b>	<b>Aug 2019</b>
<ul style="list-style-type: none"><li>• VL had requested information for her providers, such as application forms etc from the ESFA update, and advised that this had been actioned.</li><li>• <b>Skills Advisory Panel</b> – the meeting scheduled for September would be the meeting of the Skills &amp; Talent Subgroup to take on the responsibilities of a Skills Advisory Panel following DfE guidance;</li><li>• <b>Action: Send out diagram recently used at the Commissioning Group meeting.</b> A diagram showing the Skills Infrastructure in the Swindon &amp; Wiltshire LEP is included at paper 3.1 on the agenda.</li><li>• <b>Apprenticeship Growth Strategy – lead to be nominated outside the meeting.</b> This had been to refresh the action plan. The consensus was to complete the overall skills plan first, rather than investing energy in this section. Economists were currently working on it and would provide the data. Pause any further work on Apprenticeship Strategy until we had received the data on skills that was provided. Then set up a small working group to develop the skills plan. The Apprenticeship Delivery Plan and FE perspectives to align with the skills plan. With regard to the Apprenticeship Growth plan, clarity was requested on how we would be funding the Government's commitment to drive to 3m apprentices. Where would that come from?</li></ul>	
<b>Action: there was a wish to group together reports on the apprenticeship strategy, higher education and careers hub into an overall report on the Skills Plan in future meetings. Produce by the end of the year because the data would be available from September, although there was a concern on the capacity to write this report.</b>	
<b>Action: the Skills &amp; Talent Subgroup would sign off the plan and then submit to the Board in November if possible, but more likely in January 2020. A good update about progress and shape could be made at November Board Meeting.</b>	<b>Nov 2019 and Jan 2020</b>
A Working Group was required to steer this work and would be followed up at the September meeting with the revised membership.	
<b>Action: follow up at 10 September meeting.</b>	<b>10/09/2019</b>
Various businesses would be invited to take part in the Skills & Talent Subgroup meeting in September representing both levy and non-levy payers.	
KL was asked what the Government was going to do with the unused levy.	

	<p><b>Action: KL to try to ascertain the current thinking.</b></p> <p>PB advised the meeting that there had been too much going on with Government currently for the levy issue to be raised with them via the LEP Network Skills Group.</p> <p><b>Action: Issue to be added to the agenda for discussion in SB's meeting with Mike Ashworth.</b></p> <ul style="list-style-type: none"> <li>• <b>Institute of Technology</b> – to continue to work with Steve Wain to set up the wider steering group in order to maintain momentum, especially with employers. Aim for early Autumn.</li> <li>• <b>Ofsted Event 28 June 2019 held at Wavin, Chippenham</b> – there had been positive feedback received from the attendees to the meeting with good discussions on quality, although it was disappointing that a third of businesses signed up had not managed to attend. Richard Light from Ofsted had received clearance to carry out further work with us in the area.</li> </ul> <p>A further workshop was required, as businesses wanted to explore:</p> <ul style="list-style-type: none"> <li>• the achievement tables;</li> <li>• the employer's role;</li> <li>• the difference between a successful apprenticeship vs a merely compliant one; and</li> <li>• how to achieve the 20% off-the-job training.</li> </ul> <p>Two more workshops required for the Autumn 2019 and Spring 2020 which would cover:</p> <ul style="list-style-type: none"> <li>• the in-depth analysis of the data; and</li> <li>• the practicalities of managing the apprenticeship.</li> </ul> <p>SWLEP could provide the co-ordinating money to manage the workshops:</p> <ul style="list-style-type: none"> <li>• to Wiltshire College for an event in the South of the county; and</li> <li>• to Swindon College or New College for the event in the North.</li> </ul> <p><b>Conflicts of Interest – None declared for this agenda.</b></p>	<p><b>Aug 2019</b></p> <p><b>Sept 2019</b></p> <p><b>Sept 2019</b></p>
<b>3.0</b>	<b>Higher Futures Highlight Report</b>	
	MT spoke to the paper and advised the meeting of developments with Higher Futures.	



	<ul style="list-style-type: none"> <li>• Joe Palmer, the Digital Marketing Apprentice, was starting with SWLEP on 22 July 2019;</li> <li>• Chris Stevens would be responsible for the apprenticeship side of Joe's role, whilst Amanda Peach would be responsible for day to day activity;</li> <li>• a Higher Education event was scheduled for 26 September. The meeting was made aware that this clashed with the SWLEP Board Meeting;</li> <li>• the TUPE arrangement was set for transfer wef 1 September;</li> <li>• Higher Futures programme funding would run until March 2020;</li> <li>• for this reason, SWLEP would not be employing any new staff until March 2020;</li> <li>• the programme would be merging under the Growth Hub and be linked to the SME Competitiveness Programme, which was worth £2.4-£2.8m, adding capacity by employing Business Navigators; and</li> <li>• the question was raised on whether the Higher Futures branding were to continue or whether it would sit under the Growth Hub portal.</li> </ul>	
<b>4.0</b>	<b>SWEAN and Careers Hub</b>	
<b>4.1</b>	<p>ST spoke to the paper and updated the meeting on the latest developments of the Careers Hub:</p> <ul style="list-style-type: none"> <li>• the Careers Hub was now at the end of the academic year and the first year of a two-year pilot. In reality, the Hub had only been active for eight months of that time;</li> <li>• 40 schools and colleges currently signed up;</li> <li>• in September an additional 16 institutions would be in Wave 2 and Careers Hub was formally signing up the remaining schools;</li> <li>• a senior enterprise co-ordinator for the remaining year was being recruited;</li> <li>• third round of Compass data analysis received;</li> <li>• Swindon &amp; Wiltshire returns were the highest in the region;</li> <li>• the latest data report from CEC gave good baselines;</li> <li>• Benchmarks 3 (Addressing the needs of each pupil) and 6 (Experiences of workplaces) were going well, with notable progress on other Benchmarks;</li> <li>• targets had been exceeded in Benchmarks 1 (A stable careers programme) and 7 (Encounters with further and higher education)</li> <li>• there were signs of progress in Benchmark 2 (Learning from career and labour market information)</li> <li>• the gap was in Benchmark 8 (Personal guidance)</li> </ul>	



- apprenticeship opportunities available to levy and non-levy payers would come out in September;
- a Team Away day was scheduled;
- in April 2020 the Careers Hub would find out if there would be more funding for next two years;
- six of the Resource Packs for schools were completed with four still to finish;
- the Careers Hub Team would be at Royal International Air Tattoo with the Careers Enterprise Company and Gfirst to raise the profile of the programme;
- the previous evening, ST had attended the Swindon Education Excellence Awards with Lydiard Park receiving gold, St Luke's and Great Western Academy both received silver;
- good progress had been made with the CEC and was steady and sustained;
- work over the summer would be outlining where we would be putting our focus;
- the new Ofsted inspection framework was all about the curriculum experience, on enrichment, and not about the Gatsby benchmarks;
- so, working with the school effectiveness teams on what they would need to do

ST was advised on additional access to funds to support the work, particularly for students from deprived areas:

- Community First and
- Wiltshire Community Foundation

There was a discussion about the name of "Swindon and Wiltshire Enterprise Advisor Network and Careers Hub" as too long-winded and it was decided to simply use the single name of Careers Hub.

**Action: inform Ian Durston, SWLEP Programme Manager, to change forms accordingly to reflect the name change.**

**July 2019**

The Careers Hub was not funded to work with independent schools, but it was receiving enquiries and was able to bring them into the fold. The question was raised as to whether these schools could be charged for the service and the money could then go back into the funds.

VL requested how the ASK programme could best work together with the Careers Hub to avoid duplication and obtain the best outcome.

**Action: VL to hold meeting with ST and MT.**





		Aug 2019
<b>5.0</b>	<b>Local Industrial Strategy (LIS)</b>	
	<p>PB spoke to the meeting and gave an update on the LIS process and shared several slides from the upcoming Board presentation, which attendees were to treat as <b>CONFIDENTIAL</b>. The document would be reviewed by Government Departments, which in itself was highly unusual. Civil servants would check policy issues and forward to the Secretaries of State across the Whitehall departments. This would produce a co-created document and reflect the priorities of the entire Government. The Government had taken six months off the original timescales for the Swindon &amp; Wiltshire LIS production, accelerated owing to the two economic shocks in the area – Honda and Salisbury. With the new Cabinet forming this following week and general government upheaval, we were entering a very challenging time.</p> <p>The overall aim of the LIS for the area was to:</p> <ul style="list-style-type: none"> <li>• increase productivity; and</li> <li>• to allow all communities to contribute to and benefit from economic prosperity = inclusive growth.</li> </ul> <p>There were five foundations of productivity:</p> <ul style="list-style-type: none"> <li>• Ideas;</li> <li>• People;</li> <li>• Infrastructure;</li> <li>• Business environment; and</li> <li>• Places.</li> </ul> <p>and four grand challenges to meet:</p> <ul style="list-style-type: none"> <li>• Growth the AI &amp; Data driven economy;</li> <li>• Clean Growth;</li> <li>• Ageing society; and</li> <li>• The future of mobility.</li> </ul> <p>An Independent Review Panel of four academics had been established to review the evidence and two meetings had already been held with further ones planned. The evidence would provide the audit trail for the decisions outlined in the LIS. The Head of Analytics in BEIS had also been brought in to assist.</p> <p>SWLEP was collaborating with neighbouring LEPs, such as the Worcestershire, Gfirst and The Marches on cyber resilience and linking with Solent and Enterprise M3 on natural capital.</p>	



	<p>The LIS document itself would be approximately 25-30 pages of content looking to a 15-year horizon and the detail would come later with an implementation plan, monitoring and evaluation. PB stressed that the LIS is NOT a bidding document. The announcements of the UK Shared Prosperity Fund would be the bidding element to this work later.</p> <p>PB advised that SWLEP would be holding a meeting on 12 September at The Angel in Chippenham to engage with businesses and inform them of the contents of the LIS.</p>	
<b>6.0</b>	<b>AOB</b>	
	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was scheduled for Tuesday, 10 September 2019, 10am-12 noon, Bewley Room, Monkton Park and would be the first meeting of the Skills Advisory Panel (SAP).</p> <p><b>Future meetings:</b></p> <p>Monday, 4 November 2019, 2pm-4pm Committee Rooms B&amp;C, Monkton Park</p> <p>Dates for 2020 were still to be scheduled, but proposed the dates were in:</p> <ul style="list-style-type: none"><li>• February</li><li>• April</li><li>• June</li><li>• September and</li><li>• November.</li></ul>	
	<b>Meeting closed at 5.05pm</b>	

