



Attending	Paddy Bradley (PB) Amanda Burnside (AB) Chris Dutton (CD) Matt Eade (ME) Iain Hatt (IH) Mike Holliday (MH) Guy Keith-Miller (GKM) Ruth Lambert (RL) Karen Leigh (KL) – joined via teleconference Jean Scrase (JS) Karen Taylor (KT) Mandy Timbrell (MT) Steve Wain (SW) Peter Wragg (PW)
Guest(s)	Jeanette Jones (JJ), representing Sally Burnett / Chris Stevens (CS) / Shona Taylor (ST), joined via teleconference
Apologies	Mike Ashworth (MS) / Sally Burnett (SB) / Katie Cross (KC) / Helean Hughes (HH) / Carole Kitching (CK) / Matt Leach (ML) / Andrew Lord (AL) / Ash Nandurkar (AN) / Mandy Paterson (MP) / Andrew Steele (AS) / Phil Townsend (PT) / Adam Wallbank (AW)
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	3.30pm

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 13 January 2020 were reviewed and approved. Matters Arising Completed or on agenda 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.	
3.0	Skills Plan	
	<p>Update on draft content</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/news/news-story/upcoming-skills-talent-subgroup-meeting---monday-4-march-2020</p> <p>PB updated the meeting on the progress of the Skills Plan.</p> <ul style="list-style-type: none"> The five foundations of productivity within the Local Industrial Strategy are: <ul style="list-style-type: none"> People; Place; Ideas; Business environment; and Infrastructure. The People pillar underpinned everything SWLEP did; skilling of the upcoming workforce and upskilling the existing workforce. It is necessary to achieve this otherwise the area would not gain the outcomes required by Government. The Department for Education was new to working with Local Enterprise Partnerships, but the engagement was strengthening. The Department gave SWLEP £75k last year as additional resource and would give a further £75k to continue this work, provided set criteria were met. To recap, the National Industrial Strategy had two outcomes to achieve: <ul style="list-style-type: none"> increased productivity; and all communities contributing to and benefiting from economic prosperity. The two main priority areas within the skills plan to help us achieve the overall outcomes were: <ol style="list-style-type: none"> to address the skills supply and demand imbalance in the area; and to ensure inclusive growth across socio-economic groups. 	

- The pillars of Place, Business Environment and Infrastructure were key enabling factors for this work.
- PB advised the meeting that MT had received approval from her line manager to allocate 15% of her time to be the SWLEP Skills Lead. This equated to 31.5 days per year.
- A RAG-rated report would be produced quarterly for submission to the Skills & Talent Subgroup to track progress on the priorities and activities.
- The overall plan would go to the SWLEP Board for approval and a report would be produced regularly.
- SWLEP was unable to take the draft plan to the Board meeting in March as originally planned, because it needed to reflect on the latest DfE guidance and to ensure it was compliant.
- PB explained the format of the suggested Skills Plan activity and progress monitoring spreadsheet detailing a breakdown of activities and lead etc.
- MT explained that the recent SAP meeting had shown that each LEP approached their Skills Plan in different ways, but she used Humber as an example, where it produced a Data Analytical Dashboard.
- The question was raised as to how the SWLEP would deliver this as it was acknowledged to be under-resourced.
- PB stated that he was confident SWLEP would get help to work across the Skills Plan and associated activity.
- A draft plan would be taken to the Board Meeting in May 2020 with the final version submitted to the meeting in July 2020.
- Therefore, two further iterations of the Skills Plan would be brought to the Working Group.

Labour Market Intelligence (national trends and local analysis)

- The analysis carried out by the University of Bath used the latest available national data from 2018. It provided national comparisons but could not provide an up to date picture of labour market trends or skills provision and demand.
- The SWLEP has commissioned a piece of work to look at products on the market which provide up to date skills and labour market intelligence (LMI). The options under consideration include a free product being developed by a group of Government departments which is in beta testing and existing products on the market available through paid licence fees.
- In the time available, the SWLEP will make a decision and update the group as soon as can be done.

Item 5 Skills Advisory Panels update on Government Resources to LEPs

Taken out of order.

MT updated the meeting on the new resources for the Skills Advisory Panels from the Department of Education (DfE).

- MT explained the documentation recently received from DfE and what was expected of the LEPs from their Skills Advisory Panels.
- SWLEP was required to produce the Skills Plan and also reflect on the effectiveness of the Skills & Talent Subgroup, how impactful and influential we were as a group.
- There would be £75k additional funding per LEP to be used for uncovering evidence bases and drafting the skills plans.
- The group needed to decide how to use the £75k and what systems were available to build the evidence to achieve the objectives.
- The Skills Plan was required to be published on SWLEP website.
- The Working Futures document was a national document, but DfE would localise it in April/May.
- DfE would establish a Skills and Productivity Board into which the Annual Report would feed.
- Everything we do should be data led and the progress report should show the difference we have made.

Careers Hub – debate on work experience

ST (via telephone) outlined the debate on work experience.

- The Closing the Gap Report issued in January showed Swindon & Wiltshire as 46th out of 47 in the ranking for providing young people with an experience of the workplace
- This was data captured in 2019 showing there were 3,000 Key Stage 4 students missing out on a work experience
- Post 16-18 there were 2,300 young people
- An update of the Swindon & Wiltshire data showed that the hub had moved from 46th to 25th in the rankings
- Meaning that more young people would go out and have an experience of the workplace this year, but this was still not enough.
- The Cornerstone Employer Group (including Capita, Wiltshire Council, Great Western Hospital) had met twice, and its third meeting would take place soon.
- It was looking at this problem to create some guidelines for employers on what they could offer, but this was still at the early stages.
- The Hub was supporting employers to have the appropriate information for schools on the website.
- The Cornerstone Employers were operating open door pilot schemes, which they would share with employers.
- The Team was sending out employer newsletters on a regular basis to raise the issue and try to improve the situation and gather that information from employers.
- barriers to increasing these numbers were:
 1. getting the schools to know where the offers were and



	<p>2. also the reluctance of school management to let the young people out of school.</p> <ul style="list-style-type: none"> • The question was raised as to what the implication for the new T levels would be and the potential impact of these longer spells of placement would have on opportunities for other students with employers • Schools were about to return their data in March, and the Hub would receive it in May. • (GDPR was presenting a problem as the Hub was still now able to drill down to that level of information.) <p>Action: CEC funding meeting coming up and ST was requested to take this issue up with them.</p> <p>The question was raised on whether we were adding value to the process or simply adding a layer of bureaucracy.</p> <p>A suggestion was put forward on whether the group could come up with a framework where we could match what businesses could offer and what the young people needed in the form of a mapping exercise and be a centralised resource. This information would have to be available to schools early enough in their planning cycle and employers would need to commit to three years of engagement for continuity purposes. It was deemed to be a great deal of work, although not impossible.</p> <p>The main issue was stated as being funding and the additional workload for these placements, admin, Health & Safety etc for schools, so many had reduced their engagement. Schools with good impact could share their information as best practice amongst clusters of schools.</p> <p>ST commented that the aim of the Hub was to tailor the work experience to each year group and to give pre-16-year olds the opportunity for lots of visits to workplaces before making decisions on careers. After 16 years old when careers choices had been formulated, to give them the opportunity to experience longer work placements in their chosen sector.</p> <p>It would be interesting to see what impact T levels would have on relationships with school, colleges and employers as placements were longer for these qualifications. Would it mean less students experiencing the workplace overall? It was a situation which would need to be monitored.</p>	
	Local Industrial Strategy (LIS)	
	<p>PB updated the meeting on the current thinking behind the Local Industrial Strategy (LIS) to demonstrate the alignment with the proposed Skills Plan. He cited the 12 strategic priorities being:</p>	



- Porton – This is an USP for our area. There was nothing quite like that anywhere else in the country or even the world. To get business opportunities to commercialise their ideas within Life Sciences, Defence & Security Technologies;
- High Value Manufacturing – focussed on Swindon and North of the county. The Honda site was the best site for employment land between London and Wales. Although it could be sold off for logistics and housing, SWLEP was hoping for more Research & Development opportunities and industrial training;
- University of Bath – the University was working towards an Institute of the Circular Economy where products with an organic base would be used in industry and which could then be re-used. For example, like the 3D printed car which could then be re-granulated, and Recycling Technologies re-using Plaax;
- Wroughton Airfield – owned by the Science Museum Group which had unbelievable ambition for the site. This could be the area for the hydrogen demonstrator and an autonomous vehicle testing site. Imperial College and the University of Bath already had based research centres there;
- Business-led multi-campus federation of Higher Education;
- New Energy Vehicles – 4,000+ electric cars in the area, but few hydrogen vehicles on road even though there were two fuelling stations in Swindon. SWLEP was proposing community and rural charging facilities for electric vehicles;
- Business Cyber Centre – bringing together cyber businesses, MOD and academia and would be located in Corsham working together, to form an emergency response team;
- Rural Environment – digital infrastructure, road and rail gave accessibility to learning and jobs. Maximise the benefits to the outstanding rural environment we have in the area.
- Natural Capital – SWLEP would be co-funding a PhD student with the University of Bath to study Natural Capital and the impact of development;
- growth around Swindon, which had been successful in the bids for Future Higher Streets Fund and Towns Fund;
- growth around Salisbury, which had been successful in the bid for the Future High Streets Fund; and
- the Great West Way and Tourism Zone – the route encouraged people to move slowly and call in on all the tourist places en route from London to Bristol and spend their money along the way. We are working with other LEs, particularly within the food and drink and hospitality sectors to improve their environmental sustainability.

	SWLEP had received good feedback from Government on the proposals contained in the Local Industrial Strategy.	
5.0	Skills Advisory Panels – update on Government Resources to LEPs	
	Item discussed out of order under Item 3.	
6.0	Merging Higher Futures into the Growth Hub	
	<p>CS gave a brief outline of the Higher Futures Programme and updated the meeting on its future. Funding for Higher Futures would cease in March 2020, but it would retain its identity and merge within the Growth Hub offer. The scale of the programme would be for SWLEP to determine. RL was concerned that in this manner it would not be able to offer the high level of service as previously.</p> <p>The ongoing funding for the programme would be sought in a couple of ways:</p> <ul style="list-style-type: none"> • SWLEP had applied for funding through the EU for a programme called SME Competitiveness which was worth approximately £2.6m; • as some of the Higher Futures staff had moved on, there was still some funding remaining; and • SWLEP intended to add another person to the Growth Hub team who would be dedicated to skills work. 	
7.0	AOB	
	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Monday, 18 May – 2pm-4pm Lacock Suite, Lackham House, Wiltshire College & University Centre, Lacock, Chippenham, SN15 2NY <p>Future meetings:</p> <ul style="list-style-type: none"> • 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 <p>AB thanked those present for attending and for their contributions.</p>	
	Meeting closed at 3.25pm	



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
Karen Taylor (KT)	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
Mike Holliday (MH)	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
Chris Dutton (CD)	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

Paddy Bradley

18 May 2020