

Attending	Amanda Burnside (AB) Paddy Bradley (PB) Vicky Lukins (VL) Mandy Paterson (MP) Carole Kitching (CK) Iain Hatt (IH) Ash Nandurkar (AN) Jean Scrase (JS) Phil Townsend (PT) Andrew Steele (AS) Matt Leach (ML) – arrived 10.25am Guy Keith-Miller (GKM)
Guest(s)	Maria Horton (MH), Swindon Borough Council – representing Sally Burnett Dragana Houston (DH), SWLEP LIS Manager Dr Maik T Schneider, (MS) – University of Bath Mandy Timbrell (MT) – representing Helean Hughes
Apologies	Mike Ashworth (MA) / Sally Burnett (SB) / Katie Cross / Ian Gardener / Helean Hughes (HH) / Ruth Lambert (RL) / Karen Leigh (KL) / Shona Taylor (ST) / Steve Wain (SW) / Peter Wragg (PW)
Chair	Amanda Burnside (AB)
Minutes	Deborah House (DKH)
Venue	The Club House, Chippenham Golf Club, Malmesbury Road, Chippenham, SN15 1LT
Start time	10am
Finish time	12noon

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees to the meeting and apologies were noted. As this was a new format of the Skills & Talent Subgroup and an inaugural meeting, introductions were made. The Skills & Talent Subgroup would be assuming the responsibilities of the Skills Advisory Panel as directed by the department for Education (DfE), and would steer the skills agenda in the area. This meeting was moving towards the requirement of DfE for group membership.	
2.0	Minutes, matters arising and Conflicts of Interest	
	The minutes of the meeting held on 19 July 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. This was still to be explored CK was leading on the response from the colleges. The draft prospectus had been handed over to Swindon Borough Council. <p>Action: update to be given at the next meeting.</p> <ul style="list-style-type: none"> • 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. The Skills & 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. More discussion would take place during this meeting. • KL was asked to try to ascertain the current thinking of the Government regarding the unused levy - PB advised that there was still no greater clarity. The meeting was advised that there was very little shift on funding and colleges were making their own decisions. <p>Action: Issue to be added to the agenda for discussion in SB's meeting with Mike Ashworth. (See above.)</p> <ul style="list-style-type: none"> • inform Ian Durston, SWLEP Programme Manager, to change forms accordingly to reflect the name change to Careers Hub only. Completed. • VL to hold meeting with ST and MT on how the ASK programme could work together with the Careers Hub to avoid duplication. A meeting had been held, but further work was needed. <p>Conflicts of Interest – None declared for this agenda.</p>	04/11/2019
3.0	New Ways of Working	
3.1 and 3.2	<p>Skills Group Role Overview and Format of new group</p> <p>AB and PB advised the meeting of the role and format of the new group. The Skills & Talent Subgroup would be the overarching skills group, into which other groups would feed. Further funding would come via the Skills Advisory Panel – named the Skills & Talent Subgroup in the SWLEP area. As such, it was imperative to get the right people around the table for discussions and the more employer involvement had been sought. Although getting employers to participate was always difficult, it was recognised that employers were crucial to this process and had an</p>	



	<p>invaluable contribution to make. Although membership was not quite there yet, as representatives from the voluntary sector and the military (whether serving or within a charity) were essential.</p> <ul style="list-style-type: none"> • Point 4.3 in the paper outlined the key function of the group; • the group would work from one set of data; • funding would come through LEPs and other partners and the group would allocate this funding to appropriate projects; • the group would draft a Skills Plan to steer SWLEP's own path; • there was a change of emphasis with DfE now involved at a local level and wanting the model replicated through each LEP; • the SWLEP Board would remain the decision-maker and hold the group to account to make sure that strategy was being implemented and that the skills provision in the area was meeting the demand of learners and business, that is, a demand-led approach; • SWLEP had sizeable skills gaps to solve; • skills had always been SWLEP's number one priority – a need to increase productivity; • JS questioned how this differed from the Wiltshire Workforce Action Group; • the two Councils were permanent representatives to the Board; • the employment and skills boards in each council are co-ordinating groups, which would not undertake their own analysis, otherwise there would be duplication and that would be a waste of public money; • further questions from the attendees – <ul style="list-style-type: none"> • how did the data set move to become the bible? This would be agreed in partnership and uploaded to the website. • how did we get individuals to make decisions on the back of the data set? • PB stated that if you were sitting around the Skills & Talent Subgroup table, you also had a job to do in taking the information back to your organisations and actively pursuing the aims of the Skills and Talent Group; and • the Swindon & Wiltshire Skills Infrastructure diagram within the paper was fully explained. 	
4.0	Local Industrial Strategy (LIS)	
	<p>DH gave an introduction to the presentation. The Skills and Talent Subgroup would be kept informed of the progress of the LIS and the SAP Toolkit analysis. The SWLEP was aiming for an October publication, which was a speedy deadline given that every government department would need</p>	

to sign up to the document. In doing so, the Government would be agreeing with our approach. However, it was recognised that there were risks attached if there were a change of Government.

The analysis of the Skills Advisory Panel data had been carried out by the University of Bath and an update was given by Dr Maik Schneider. (Access to the presentation given can be accessed via the link below.)

https://swlep.co.uk/docs/default-source/sub-groups/skills-talent/local-skills-analysis_swlep-meeting-10_9_19.pdf?sfvrsn=3c46914f_4

The presentation highlighted some key issues and initiated significant debate:

- productivity was all about skills;
- self-employment in Swindon & Wiltshire was low in comparison to other areas;
- demonstrated trends;
- the need for digital skills was increasing;
- the need for operational skills was increasing; and
- further analysis needed to interrogate the apprenticeship data to check the drop-out rate.

AB commented that the data looked backwards and that the environment had changed in a relatively short period. This was a snap shot, so it would be interesting to see 2019 data to see whether this had changed. The impact of the economic shock and the input of the programmes should also be noted. Contributions to the meeting also mentioned the need to:

- diversify into the higher skills sector, so there would be less economic shock if one big business were to leave the area;
- recognise that this pool of talent would take years to build;
- formulate a piece around Place-shaping as this was a very important aspect for drawing in skills and talent;
- pose the question about how vulnerable lower paid jobs were to Artificial Intelligence (AI)

Response from MS was that the same number of jobs created vs number of jobs lost might be the same, but these could sit across different sectors.

- drive up aspiration in young people via engagement; and
- attract staff to teach and train young people in digital, as it was recognised that this was difficult

JS commented that the hospital was adapting to work around this skills shortage by redrafting job requirements and / or upskilling existing staff when roles were hard to fill. Many businesses were adopting this practice in these circumstances.

	<p>PB advised the meeting that the Department of Culture, Media and Sport and Department of Work and Pensions were jointly in the process of developing a website on jobs, gaps and salaries etc could be accessed. This was still in the beta stage, but would be interesting to view.</p> <p>Action: issue the LIS to members of the group.</p> <p>MS was thanked for his presentation.</p>	
5.0	Higher Futures Highlight Report	
	<p>MT spoke to the paper and advised the meeting of developments with the Higher Futures programme which included:</p> <ul style="list-style-type: none"> the launch of the learning hub portal, which would collate all the courses on offer in the area in one place. Currently, 140 courses were live on the platform; the Digital Marketing Apprentice was to ensure that this was kept up-to-date; the portal would be launched at the HE-event on 26 September and was aimed at Careers Hub leads within schools; and work was continuing with the military community, as employers were keen to recruit Service Leavers. 	
6.0	Careers Hub	
	<p>PB spoke to the paper and updated the meeting on the latest developments of the Careers Hub:</p> <ul style="list-style-type: none"> there was a challenge to increase the percentage of schools hitting the Gatsby Benchmarks; the Hub had achieved well in the first year of operation, but the second-year targets were very demanding; small funds would be issued to schools and colleges to help them to hit the benchmarks; and the Hub was still trying to get a representative of Special Schools to join the Steering Group. 	
7.0	AOB	
	<p>Date of next meeting The date of the next meeting was scheduled for Monday, 4 November 2019, 2pm-4pm, Committee Rooms B&C, Monkton Park.</p> <p>Future meetings:</p>	



	<p>Dates for 2020 were still to be scheduled, but the proposed dates were in:</p> <ul style="list-style-type: none">• January• March• May• July• September and• November. <p>PB advised the meeting that a smaller working group would be established to help steer the development of the skills plan and invited attendees to contact him if they were interested in participating.</p> <p>PB also asked attendees to let him know if there was someone they felt should be included in the meetings.</p> <p>Action: attendees to contact PB if interested in the Skills Plan Working Group; and if they wanted to nominate a potential candidate for inclusion in the Skills & Talent Subgroup meetings.</p> <p>AB thanked those present for attending and for their contributions.</p>	
	Meeting closed at 12 noon	