



Attending	Mike Ashworth (MS) Paddy Bradley (PB) Sally Burnett (SB) Amanda Burnside (AB) Howard Deighton (HD) Iain Hatt (IH) Mike Holliday (MH) Guy Keith-Miller (GKM) Ruth Lambert (RL) Mandy Paterson (MP) Jean Scrase (JS) Andrew Steele (AS) Andrew Lord (AL) Karen Taylor (KT) Mandy Timbrell (MT) Phil Townsend (PT) Peter Wragg (PW) – arrived 2.45pm	
Guest(s)	Dragana Houston (DH) / Debby Skellern (DS) – left the call at 2.45pm	
Apologies	Katie Cross (KC) Chris Dutton (CD) Matt Eade (ME) Helean Hughes (HH) Carole Kitching (CK) Matt Leach (ML) Shona Taylor (ST) Steve Wain (SW) Adam Wallbank (AW) – has handed over Siemens representation to Howard Deighton Ash Nandurkar (AN) Karen Leigh (KL)	
Chair	Amanda Burnside (AB)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees with particular welcome extended to Howard Deighton (HS) of Siemens at his first Skills & Talent Subgroup meeting. HD was taking over from Adam Wallbank who was no longer able to participate.	



	Matt Eade was changing roles and MoD representation would be Maj Claire Hall at future meetings. Apologies were noted.	
2.0	Minutes, matters arising and Conflicts of Interest	
	<p>The minutes of the meeting held on 18 May 2020 were reviewed and approved.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> DH to ensure that the risks were written into the Skills Plan. COMPLETED MT and IH to discuss outside the meeting for initial input. ON AGENDA DH to liaise with SBC regarding Honda LMI update. COMPLETED <p>Conflicts of Interest None were declared.</p>	
3.0	Partners' round up - impact of Covid-19 on skills in each of the attendees' area of work	
	<p>Mandy Timbrell (Wiltshire Council) MT advised the meeting that Wiltshire Council was moving from reaction to recovery. There were four pillars operating within the Council and MT was leading on Employment & Skills, which would feed into the Education Cell as well as the Economy cell.</p> <p>MT believed that this group would meet monthly and wanted to make use of existing groups rather than instigate new ones. The offer was made for Wiltshire College, DWP and DfE to join the group and extended to a business representative for demand level approaches. They were currently reviewing the Chancellor's announcement and the impact this would have on Swindon and Wiltshire.</p> <p>KT advised that she had taken a call from Sam Fox from Wiltshire Council about taking a seat at the Financial Inclusion Group, but she expressed a definite interest to join the Employment & Skills Group.</p> <p>Sally Burnett (Swindon Borough Council) SB updated the meeting on SBC's response and cited a similar approach to Wiltshire Council but working with a Bronze, Silver and Gold structure. SB had picked up the lead on the Schools, Learning and Skills group and was looking at three areas,</p> <ul style="list-style-type: none"> opening schools generally, the vulnerable, and NEETs and the skills element. 	



The group would be linking in with other key stakeholders around NEETs and the unemployed to maximise the benefit of support. Business engagement was crucial at this time. The wider unemployment landscape fell to DWP and SBC was feeding information to DWP colleagues. SBC was co-ordinating the Honda response, and deciding how to react to this current crisis.

The SWLEP was going to use the Growth Hub as a single point of contact for business support. Sam Fox chaired the Wiltshire Council's Economy Recovery Group and PB was the Deputy Chair. SWLEP was keen to have the same level of engagement with Swindon Borough Council. This would then lead to the coordination of messages to employers.

Guy Keith-Miller (University of West of England)

GKM advised that UWE had been open throughout the pandemic with 650 students. One concern was that students may defer their places. UWE was producing a series of short videos to explain what the new normal might be. Courses would be delivered through a blended approach of some face-to-face and some online meetings. A Nightingale Hospital had been constructed on site but had received no patients. Discussions were to be held with No 10 on using this for future health care provision. The University was also updating procedures for bussing students around as the current rules on transport were constantly changing.

Andrew Steele (WASH)

Meetings had been held with Board of Governors to set out a strategic approach and to open school as normal as possible for the students. Other schools were zoning and adjusting timetables to contend with Covid-19 restrictions. Most were worried about the current Ofqual consultation, changes to exams and grades awarded, but also about progression post-16 and post-18. This situation would have a massive impact on the whole year group.

Iain Hatt (Wiltshire College & University Centre)

Students had adapted or delayed their assessments. The College was working with 700 students across four campuses and planning for a September re-opening. The college was now considering wellbeing support to students owing to the crisis. The college was discussing transport requirements with the Local Authority on how buses would be accessing campuses with social distancing measures. There was a danger of high numbers of NEETs and vulnerable students and meetings with JobCentrePlus had been arranged. Applications and enrolment were being offered both on campus and online.



Ruth Lambert (FSB)

RL advised that calls to the FSB's 24hr advice line had recently increased for advice around redundancy. Looking to the future FSB was anticipating a crunch time in September. Members were pleased by the Kick Start scheme and other financial support. FSB would raise awareness of these schemes with their members and work with Growth Hub to promote to as many employers as possible. FSB was also working with the Heart of the South West LEP.

Some members had taken advantage of digital skills training during lockdown. Anticipated redundancies were not limited to any particular sector, but across the board. The tourism and hospitality sectors would take a long time to bounce back and the £1,000 bonus for taking on apprentices would not be enough for these businesses. FSB was about to issue another survey and would circulate to the group in due course.

Mandy Paterson (Inspire by Wessex Chamber)

Feedback from members was that they were mobilising and restructuring to prepare for longer term changes but were anticipating redundancies well into the New Year. They did not expect any improvement until the latter end of 2021, if then. Survival would be down to adoption of digital behaviours and for some businesses this was a new proposition. Manufacturing businesses were now having to embrace digital in both marketing and operational. There was a demand for Digital Leaders' courses. Although some companies would be laying people off, they would in turn be recruiting for those with digital skill sets.

Mike Holliday (GWP)

GWP had now re-opened, but there were challenges. GWP was working on the Kick Start scheme, traineeships, and apprenticeships, but there was a fear that Kick Start may displace openings on the other schemes. They were anticipating redundancies of current apprentices and new starts were usually in September or October. However, it looked like this would shift to later in the year/even next year. Vacancy numbers had dropped as a result of lockdown to varying degrees across the county. Providers themselves were making redundancies as cash flow had diminished.

Phil Townsend (Littelfuse)

PT continued to show appreciation to Wiltshire College for its approach to apprentices. The Western Gateway would see public investment in creative industries. People were thinking about where the growth was going to come from in the future.



Jean Scrase (NHS Salisbury)

The organisation was struggling with trying to re-introduce BAU for training internally and working with external training partners in FE and HE. The apprentices and main team were still going in. The biggest challenge was the capacity issue; they had reduced from 120 to 22 people being able to work in the office owing to social distancing. Circumstances had forced them to look at different ways of working but were very limited by IT capacity. Other organisations had approached changing to digital inputs. They had re-trained a large proportion of the workforce when they were re-deployed to cover the Covid-19 crisis. Detrimental mental health of the staff was beginning to show, and she asked the meeting not to underestimate the challenge that was going to produce over the next 6-12 months.

SWLEP could signpost to resources and NHS to contacts for mental health.

Action: NHS contact to DH

July 2020

Karen Taylor (DWP)

DWP was preparing for recovery and was recruiting across the organisation nationally. Staff members were working from home using more digital and virtual ways to support customers. Claims had trebled during this period. There was uncertainty about the future labour market and concerns around redundancies, although no real trend data was available at the moment. It was anticipated that future peaks would be linked to end of furlough and self-employment support. There would be opportunity for joint funding ventures. The Plan for Jobs scheme was new to everyone and DWP would be recruiting more staff to deliver that support.

KT expressed an interest in becoming involved in any groups to offer help.

Andrew Lord (Alabaré)

AL stated that Alabaré held a lot of resources for dealing with mental health issues and would send PB details to circulate to the group. The organisation now had a new telephone support line and 250 staff. Salisbury HQ had been swamped with applications (400) for posts, mainly from people previously in the retail and hospitality sectors. This was a significant increase on previous recruitment experience. It was now looking at the training and retraining budgets going forward. The organisation had embraced Microsoft Teams and Zoom, and this was now embedded in the culture. This also reduced travel time and expense claims.

July 2020

Howard Deighton (Siemens)

HD explained that owing to the safety critical work it undertook, although the company had furloughed some apprentices, none had been paused as



Siemens needed a continual pipeline of engineers. But placing apprentices in the engineering workshop or on a real track system would be difficult with social distancing. Recruitment via the Apprenticeship Framework was being switched off during lockdown and moving to apprenticeship standards instead. There was a gap in the market for higher level business admin. Financial incentives offered by the Government to take on apprentices made little difference to them and would not influence their decisions. The company was making a real push for corporate and social responsibility and wanted to promote this in the area hoping to encourage people to apply for jobs with them. Redundancies in other organisations would force working age people to change jobs mid-career and may necessitate re-training.

Action: AB and HD to pick up outside the meeting.

July 2020

Mike Ashworth (DfE)

The second round of the provider relief scheme was underway and DfE was formulating the skills recovery package. The Secretary of State was looking at the direction of future FE policy. The DfE was currently focussed on engaging with larger colleges / providers on the plans and concerns of re-opening in September. How did we progress T-levels in this atmosphere of uncertainty?

Paddy Bradley (SWLEP)

PB advised that SWLEP's focus was on the Skills Plan and long-term economic recovery. We were anticipating more lines of stimulus from the Government in the autumn, but also a possible increase in taxation to pay for all the schemes.

Physical and mental health of employees was highlighted in the Skills Plan. SWLEP was working with the Clinical Commissioning Group (CCG) for the area and the West of England Academic & Health Science Network (AHSN) to produce webinar software for us on this theme. The area was lacking in public sector-funded R&D capacity. Hence the desired involvement of a university in a strategic partnership within the SWLEP to secure higher skills provision and research and development opportunities. Funding to support tourism would be distributed via LEPs. The matter of Brexit was coming back on the agenda. Guidance for export to EU was needed and as well as training for specialists.

MT and IH discussed Paper 3 - Skills risks and issues action plan

Members of the group had been allocated specific actions, but a lot had happened recently and much of this had now been superseded. The plan had



	<p>been broken into short-term (being to close at the summer assessment) moving into medium and long-term actions.</p> <p>Each short-, medium- and long-term risk/issue was discussed together with a co-ordinating action for mitigation.</p> <p>Action: Action Plan to be updated as per discussion.</p>	July 2020
4.0	Institute of Technology (IoT) update presentation	
	<p>Steve Wain was not available to present to the meeting. Instead, PB updated the meeting regarding the Steering Group held on 2 July.</p> <p>Type of provisions:</p> <ul style="list-style-type: none"> • Apprenticeships • Study Programmes • Higher / Degree apprenticeships • Higher Education / Undergraduate courses • CPD and Post-Graduate <p>Courses available:</p> <ul style="list-style-type: none"> • Engineering, Manufacturing & Associated Professions; • Science & Health Related Professions; • Creative and Media Professions; • Digital and Computer Science Professions; and • Business & Management Courses. <p>The IoT was on track for start in 2021.</p>	
5.0	A skills-led recovery plan for discussion	
	<p>The meeting noted the paper. The White Paper was due out in the Autumn. The sector had been under-funded for some time. If STEM subjects were to be delivered, what did the FE sector need?</p>	
6.0	LMI and data update	
	<p>DH presented to the meeting using the May data to show the changes affecting the labour market in the Swindon and Wiltshire area. The presentation can be accessed by using the following link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skillstalent-meeting-covid-19-impact-june2020-v0-5.pdf?sfvrsn=7a7fa379_2</p>	



	Government initiatives were short-term, so we needed to be mindful of the potential limited impact and have a forward plan.	
7.0	Skills Plan	
	<p>PB spoke to the paper and asked the group to approve the plan before it was submitted to the Board, having already been through the Skills & talent Working Group. The plan was in two parts:</p> <ul style="list-style-type: none"> • a word narrative - what problems were we trying to solve; and • an Action Plan - how we would bring all the resources together and what to focus on to reach these long-term goals. <p>The two main areas were:</p> <ul style="list-style-type: none"> • keeping the balance between demand and supply; and • to be inclusive in our growth, so that everyone had access to education and opportunities for employment. <p>The question was raised as to whether a deep dive had been carried out on employers for their appetite regarding apprenticeships. In response, DH still needed to carry out the analysis on past vs future places and what interventions there might be.</p> <p>Action: DH and SB to discuss offline.</p> <p>The Action Plan would continue to evolve and be updated accordingly (at least annually) as the SWLEP had to produce a report for DfE on the impact made in the area by the end of March 2021 and in subsequent years. That would be the first opportunity to review and amend the Plan if necessary.</p> <p>Action: DH to check wording of actions on the plan and update as per comments made for production of paper for Board meeting.</p> <p>Thanks were given to MT and DH on the production of the plan.</p>	<p>July 2020</p> <p>July 2020</p>
8.0	AOB	
	<p>Date of next meeting Monday, 14 September – 2pm-4pm Room BF05, New College, Swindon, SN3 1AH NOTE: it was likely that the meeting would again be held virtually.</p> <p>Future meetings: Monday, 9 November – 2pm-4pm Room BF05, New College, Swindon, SN3 1AH</p> <p>AB thanked those present for attending and for their contributions.</p>	
	Meeting closed at 3.50pm	



MEMBERSHIP

Name	Role
Amanda Burnside (AB)	Chair and Principal of Wiltshire College & University Centre
Mike Ashworth (MA)	DfE
Paddy Bradley (PB)	Chief Executive Officer, 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 (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
Chris Dutton (CD) / or alternate	Representative from WASSH
Name to be advised	Chair of the Swindon skills and employment board
Employers	
Major Claire Hall (CH)	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

Anade D. [Signature]

22/09/20