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| Steering Group | Paddy Bradley (PB), SWLEP CEO | ✓ |
| | Daniel Busson (DBs), Lead Employer Capita WFM | ✓ |
| | Sally Burnett (SB), Swindon Borough Council | ✓ |
| | Scott Green (SG), Regional Lead CEC | ✓ |
| | Steven Haines (SH), Wiltshire Council | Apologies |
| | Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College | Apologies |
| | Louise Stanton (LS), Lead School, Malmesbury School | Apologies |
| | Shona Taylor (ST), Wiltshire Council | ✓ |
| | Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead | Apologies |
| | Amanda Walton (AW), Lead College/Post 16, New College, Swindon | ✓ left at 11.30am |
| Guests: | Dragana Houston (DH), SWLEP Helean Hughes (HH), in Mandy Timbrell's absence Alex Clancy (AC) and Megan Thomas (MTh), Wiltshire College | ✓ ✓ ✓✓ |
| Chair | Paddy Bradley (PB) | |
| Minutes | Deborah House (DKH) | |
| Venue | Via video / telephone conference | |
| Start time | 10am | |
| Finish time | 12 noon | |

| Item | Topic | Deadline |
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| 1.0 | Welcome and apologies, Conflicts of Interest | |
| | PB welcomed attendees to the meeting and introductions were made. Apologies were noted. Conflicts of Interests None were declared. | |
| 2.0 | Presentation on YourPlacement / Wiltshire College virtual work experience platform for development of Phase 2 and 3 | |
| | PB outlined the background and reasoning for the development of the platform. 14,000 work experience placements as well as 10,000 FE and HE student experiences were needed in an academic year. | |



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| | <p>This year had shown that the Digital First approach would allow many students to experience the world of work at the same time and a blended approach of face-to-face and digital would continue to be used in the future.</p> <p>DBs, working with Wiltshire College & University Centre, had developed a platform to facilitate the work placement process between employers and students. A presentation on the status of the project was given at the meeting.</p> <p>The Platform used the good relationships already built and localised the options available. What had evolved was unique and CEC wanted to test with the rest of the network. Scoping work was being carried out to involve other colleges in the area, and these would be brought in to collaborate at the appropriate time.</p> <p>Involving Cornerstone Employers and students in the process would be shown as an active input from businesses and the Youth Voice.</p> | |
| <p>3.0</p> | <p>Steering Group only: discussion on YourPlacement / Wiltshire College virtual work experience platform proposal</p> | |
| | <p>Wiltshire College & University Centre staff and DBs left the meeting to allow a discussion on the next steps.</p> <p>£16,000 had been invested so far in the project using initial start-up funding from CEC. Additional funding would be required to complete Phases 2 & 3.</p> <p>Discussions in the meeting centred around:</p> <ul style="list-style-type: none"> • the costs of the further stages and procurement regulations; • whether SWLEP could seek for an exception certificate in the circumstances in that stakeholders had already put in a lot of effort, and it had been their initial idea; • the situation regarding Intellectual Property (IP) rights as the dynamic nature of the collaboration meant that ownership was currently uncertain; • a funding agreement and a contract for work would be better handled through a recognised legal entity. So, Wiltshire College and DBs would be better to come to some agreement between each other. However, there could be costs involved in setting this up; • the costs provided were for technical development only and did not include the ongoing cost of continual delivery; • staff hours would be needed to maintain content but where would that additional resource be based, and would the Careers Hub need to recruit? • did not want to lose its student emphasis; • the Careers Hub needed to take stock of where this process was to-date and where it wanted to take this, outlining the proposed outcomes of the next Phase. | |



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| | <p>All attendees were in favour of developing the future product, delivering in the Swindon & Wiltshire area, but recognised that it had potential to be a national product. A model of collaboration that could be applied across the network would require an agreement on ownership.</p> <p>Action: PB and ST to discuss approach mechanism to justify the exemption.</p> <p>Action: SB to contact appropriate staff in Swindon Borough Council for procurement advice.</p> <p>Action: ST to inform the platform project team of the discussion.</p> | <p>July 2021</p> <p>July 2021</p> <p>July 2021</p> |
| 4.0 | Review of minutes and actions from 13 May 2021 | |
| 4.1 | Minutes of the meeting held on 13 May 2021 were read and approved. | |
| 4.2 | <p>Matters arising transferred to Action Log.</p> <p>The updated Action Log from the meeting on 13 May 2021 was reviewed. The demonstration of the Wiltshire College / YourPlacement platform was on the agenda. Items for the September agenda were noted, and other actions were completed.</p> | |
| 5.0 | End of Year network progress update | |
| | <p>ST presented to the meeting on the overall results in the Compass report. 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/compass-updates-redacted.pdf?sfvrsn=fe3a75c0_4</p> <p>Compass update and report (slides 1-3 from above link)</p> <p>Additional points raised were:</p> <ul style="list-style-type: none"> the final date of submission into Compass was 31 July, so these were the interim figures after the last data capture in March. The team would work with schools to get the figures in within the next couple of weeks to review before academic year-end; Benchmark 1 had finally shown improvement; and each Enterprise Co-ordinator had been allocated two Benchmarks to track and monitor performance. The Group requested examples of how this had been carried out and what interventions had taken place. <p>Action: Benchmark tracking and monitoring information to be brought to Steering Group.</p> <ul style="list-style-type: none"> six new SEND providers had joined the Hub this year and progress was being made to get them up to the level of mainstream schools; | <p>16 Sept 2021</p> |



- bursary payments for Benchmark 1 would stop on 16 July except for those schools which had joined the Hub recently; and
- 20 employers attended the World of Work webinar on 7 July via Learn Live. The video of the event was now being shown in some schools as part of work experience. The video clip produced by SWLEP was produced to encourage young people, carers, and schools to engage with Labour Market Intelligence (LMI), and to drive people to information on the Careers Explorer on the website. This video was an interim product which would be further enhanced.

Overview of activities being delivered (slides 4-8 from above link)

The team was congratulated on the range of events delivered and the role of digital platforms in reaching young people.

The Group stressed the need to link the Gatsby Benchmarks to the outcomes for young people. The project was to reduce the numbers of NEETs and to open young people’s eyes to what was possible in the world of work. The Careers Hub presented good qualitative and quantitative data in demonstrating strong engagement and but also needed to demonstrate the overall impact of the programme in the outcomes. The programme needed to show that it had made the difference in improving the lot of young people by demonstrating the cause and effect. For example, only 5% of young people were going into apprenticeships which was low. Greater numbers going into apprenticeships would therefore show a greater link to employers.

The Careers Hub team worked with 63 schools and colleges constantly. For that reason, staff knew what elements were not working and could act accordingly to rectify.

Update on bid funding applications (slide 9 from above link repeated here)

- Ahead of the Game Transitions Fund: £20,000 allocated to provide up to 1,000 personal guidance interviews to up to 250 young people RoN/NEET. Delivered by Adviza between July and December.
- Effective Transitions Fund – bid submitted to support 100 Year 10s in a two- year programme to a positive destination in Year 12. Bid unsuccessful.
- Hub Incubation Project – application made for £70,000 to deliver a maths-based careers programme to Years 7s in ten schools to prevent maths anxiety in female students. Awaiting outcome.

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| 6.0 | Funding overview | |
| | YTD funding overview (slides 10-13 of the presentation link at Item 5.0) | |



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| | <p>The slides detailed the funding available in the following areas:</p> <ul style="list-style-type: none"> • Year 4 grant funding overview; • Development Fund; and • Sustainability Fund. <p>The Funding Plan outlined at the meeting was a brief overview. The full Funding Plan would be brought to the Steering Group meeting in September.</p> <p>Action: Full Funding Plan to come to September meeting.</p> | 16 Sept 2021 |
| 7.0 | Year 4 targets | |
| | Slide 14 from the presentation link at Item 5.0 showed the targets set for CEC for Year 4 of the programme. | |
| 8.0 | AOB | |
| | <p>Salisbury & District Chamber was working on an initiative to bring schools and businesses together called the Education Business Partnership which was launching on 20 July 2021. Concern was expressed about how aware the Chamber was about existing Careers Hub activity, so a solid link needed to be established to become more closely involved. It may certainly lead to more Cornerstone Employers and more EAs. The Careers Hub was a national product, which was already embedded in the area with a successful approach, so there should be care that there was no duplication of effort.</p> <p>Tina Pagett of Fairfield College would be moving to a new role with Ofsted South West. She had offered to make an introduction to her replacement, Vicky Dunicliffe, for continued SEND attendance at the Careers Hub Steering Group meetings.</p> <p>Action: ST to follow-up.</p> <p>Thanks were expressed to the whole Careers Hub Team for the hard work and efforts in achieving its results in a very difficult year.</p> | Sept 2021 |
| | <p>Next Meeting: Thursday, 16 September 2021 – 10.30am – 12.30pm</p> <p>Future Meeting dates for 2021: Thursday, 9 December 2021 – 2pm-4pm</p> <p>Meeting closed at 11.50am</p> | |

Paddy Bradley

28 September 2021