

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBs), Lead Employer Capita WFM – left the meeting at 2pm	✓
	Sally Burnett (SB), Swindon Borough Council	✓
	Scott Green (SG), Regional Lead CEC	Apologies
	Steven Haines (SH), Wiltshire Council	Apologies
	Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College	✓
	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	✓
Guests:	James Darley, Transform Society Dragana Houston (DH), SWLEP Courtney Sweet (CSw), SWLEP	✓ ✓ ✓
Chair	Paddy Bradley (PB)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	1pm	
Finish time	3pm	

Item	Topic	Deadline
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	Review of minutes and actions from 11 February 2021	
2.1	Minutes of the meeting held on 11 February 2021 were read and approved.	
2.2	Matters arising transferred to Action Log.	



	<p>The updated Action Log from the meeting on 11 February 2021 was reviewed.</p> <p>Outstanding items were on the agenda for discussion.</p>	
3.0	Transform Society – presentation and discussion by James Darley	
	<p>James Darley presented to the meeting on the work with universities to provide information to graduates on working within the public sector. 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/swlep-apr-21-pdf.pdf?sfvrsn=f6c63238_4</p> <p>Although some colleges provided Levels 2 and 3 public service qualifications to students, these were primarily for frontline jobs such as policing and there was not good knowledge of jobs in the wider landscape. There were increasing numbers of students who wished to be involved in community action for the benefit of society, and public service jobs would give them that opportunity. Competencies, attributes, and strengths required for public service would also be transferable to other employment.</p> <p>JD had already given a presentation at the Career Lead Network session a couple of weeks ago and attendees had been very engaged with the proposal. JD was now putting together some videos to showcase the overall scope of the roles and, if well-received, the Careers Hub could put on webinar activity later in the year.</p> <p>Working within Public Service Organisations (PSOs) was different than within other businesses as PSOs were focused more on outcomes than on profit. This would be a good topic for young people to think about and debate on what they wanted from their work life.</p> <p>JD thanked the meeting for the opportunity to present and discuss the topic and now had several ideas on the general activity needed and what the organisation should start with in the form of a pilot.</p> <p>ST advised that the presentation would also be available at the Learn Live Virtual Careers Fair.</p>	
4.0	Compass update and report	
	<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/data-summary-may-2021.pdf?sfvrsn=41bb40b5_4</p> <p>Key points raised were:</p> <ul style="list-style-type: none"> • ST now received the data monthly, so was able to analyse in real time; 	



	<ul style="list-style-type: none"> • as of 30 April, seven out of the eight Gatsby Benchmarks were above the national average; • although Benchmark 7, encounters with further and higher education, was not performing well and the question was raised as to why; <ul style="list-style-type: none"> ○ virtual open days and tours were not the same as being physically present and were deemed as not such high quality. New College usually held 80+ physical events per year, but only five had taken place this year; ○ it was perceived that people were becoming bored with virtual events. Although sign up was good, attendance was falling, and New College would be returning to physical events as soon as possible after 21 June. • Enterprise Co-ordinators were now responsible for two of the Benchmarks each; • a lot of work was being undertaken with the ASK project; • good leap in data in last month; • the Hub now stood at 4.42 vs the national average of 3.92; • this meant that the Hub was now back to where it was before the pandemic hit; • ST had advised a recent WASH meeting that schools needed to claim their bursaries of £1,000 for Benchmark 1, a stable careers programme, or lose it; • Benchmark 5, encounters with employers and employees, was nearly at target; and • Benchmark 6, experiences of workplaces, with all schools partially achieving virtual work experience. The Deanery was the exception but the good reason behind this was that it was a new school with only Years 7 and 8 in place. <p>Action: ST and SB to speak outside the meeting to see what could be done to help regarding The Deanery.</p>	<p>May 2021</p>
<p>5.0</p>	<p>Youth Voice discussion</p>	
	<p>Proposal to utilise existing school councils and form four area groups which feed into the Steering Group/Careers Hub planning activities</p> <p>The meeting heard about the proposal to establish contact with School Councils in the area, looking for young people as representatives to join occasional focus groups to try to hear the Youth Voice about careers programmes. Young people were our customers, so we should listen to what they want from the process and shape it together. How do we get these young people to engage to shape the offer?</p>	



	<ul style="list-style-type: none"> • What's helping you? • What's hindering you? • What's working for you? • Why aren't you taking up opportunities? and • How do you want it addressed? <p>Feedback from young people was required on the effectiveness of what the Hub was providing. It was not to be assumed that because they attended an event it had been effective. Unfortunately, the Careers Hub did not hold overall collation of the evidence. How could we evidence and show that the strategy was driven by young people?</p> <p>We need a deeper relationship with young people to do what they need and want in this area. The question was raised about what other areas were doing on this subject and what was working nationally.</p> <p>Action: ST to provide the proposed plan to the Group, start collecting views and opinions from the representative groups and feedback in the early Autumn.</p>	<p>July and September 2021</p>
<p>6.0</p>	<p>Experiences of the workplace</p>	
	<p>Working Group update, including establishing the need of placements via existing data sources</p> <p>This item arose from discussion at the Cornerstone Employers' Meeting held jointly with the Steering Group on 11 February. The report referred to at the meeting had been prepared by Steve Haines and can be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/placements-for-swindon-and-wiltshire.pdf?sfvrsn=544b05dc_4</p> <p>It was calculated that a total of 15,691 placements would be required across the county during the next academic year. Growing feedback was that employers would not be returning to work in a face-to-face environment, so getting young people into placements would be difficult. Greater coordination through the Careers Hub for placements was essential, and not just individual schools working with individual employers. Numbers were large and young people were struggling to find appropriate places. There were already good examples of virtual work placements, so a blended approach would be needed. But in order to manage the virtual work experience, use of the platform would be required. See Item 8.0 below.</p> <p>Implementation of activities The presentation can be accessed by using the following link:</p>	



https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/virtual-wexp-update-130521.pdf?sfvrsn=fd4de41a_4

The question was raised as to how motivated young people were when they completed virtual placements as this was not the same as being in a team etc within the workplace.

This exact question could be one of those posed to the Schools Councils. See Item 5.0 above.

With the plethora of placements needed in an academic year, approaching businesses with a myriad of requests would be time consuming and resource heavy. For this reason, the Wiltshire College & University Centre's collaboration platform could be the answer. It should also be offered to partner New College and eventually Cirencester College. The central message to employers was that the platform would provide a one stop shop for their skills placement needs.

7.0 CEC Innovation Funds Opportunities overview

ST outlined two possible funding streams.

Hub Incubation Project Fund

- This was a fund to research a given topic in Swindon and Wiltshire and to find a solution.
- The fund totalled £675,000 with each individual project estimated to receive between £70,000-£100,000.
- Deadline for submission was 18 June 2021.
- The project would cover the period September 2021 to August 2022 to test out the approach to the research topic.

ST advised the meeting of a potential proposal. Questions were raised about any guidance received on the methodology and how results would be measured. The period over July and August could be used to work with local universities to develop into theses should they wish to be involved.

The Group offered support for a submission.

Effective Transitions Fund

- There was a funding pot £2m.
- Maximum level of funding available per Hub was £200,000.
- Only ten projects would be funded.



	<ul style="list-style-type: none"> £5,000 of seed funding would be provided to support the short-listed Hubs on developing their proposals. Deadline for submission was 26 May 2021. <p>ST advised the meeting of a potential proposal. The meeting stressed that the work should have significant impact and not simply be tinkering around the edges. Using programmes already available and working collaboratively could shape the project and differentiate it from the rest of the country and maximise the overall benefit.</p> <p>Action: ST to feedback to the Group on the progress of the proposals</p>	July 2021
8.0	Sustainability Fund	
	<p>Evaluation of the Careers Hub</p> <p>At a previous meeting, the group had agreed a budget to evaluate the effectiveness of the Careers Hub. It was decided that the evaluation should contain more insight on how the Careers Hub had changed perception of careers and to include the users' experience as well as experiences of the people delivering it. The project should also refer to a sustainability solution. For this reason, it was decided to redesign the project specification and put back out to tender. The evaluation would be paused and re-started at the beginning of the next academic year.</p> <p>Action: to redesign the project specification reflecting Group comments.</p> <p>Action: ST to bring item back to the Group in July with more detailed specification and to circulate to the Group ahead of the meeting.</p> <p>Wiltshire College/YourPlacement activity: future development and ownership etc The ownership of the platform was discussed, in particular with reference to the Intellectual Property (IP)rights.</p> <p>Action: ST to invite project team to give a demonstration of the platform at the next meeting.</p> <p>Action: PB and ST to discuss outside the meeting.</p>	<p>May 2021</p> <p>July 2021</p> <p>July 2021</p> <p>May 2021</p>
9.0	AOB	
	None	
	<p>Next Meeting: Thursday, 8 July 2021 – 10am – 12 noon</p>	



	Future Meeting dates for 2021: Thursday, 16 September 2021 – 10.30am – 12.30pm Thursday, 9 December 2021 – 2pm-4pm	
	Meeting closed at 3pm	

Paddy Bradley

8 July 2021