

Steering Group	Laura Arlott (LA), SWLEP Skills Lead	✓ - left at 3.45pm
	Darren Barber (DBa), Lead SEND Provider, Fairfield Farm College	Apologies
	Amanda Butler (AB), Wiltshire Council	
	Sally Burnett (SB), Swindon Borough Council Skills Lead	Apologies
	Daniel Busson (DBu), Lead Employer Capita WFM	Apologies
	Matthew Butcher (MB), Lead College/Post 16, New College, Swindon	Apologies
	Suzy Wright (SR), Regional Lead CEC	✓
	Dr Sarah Green (SGr), NHS Bath, Swindon & Wiltshire Academy	
	Steven Haines (SH), Careers Hub Lead	✓
	Louise Stanton (LS), Lead School, Malmesbury School	Apologies
	Debby Skellern (DS), SWLEP Chief Executive	✓
Guests:	SWLEP Comms - Tim Burghes (TB), arrived 2.25pm Katie Cross (KC) – Wiltshire Council, representing Sally Burnett Careers Hub Team Jaime Williamson (JW) – for presentation only	✓ ✓ ✓
Chair	Debby Skellern (DS)	
Minutes	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and apologies, Conflicts of Interest	
	The meeting started at 2.01pm. DS welcomed attendees to the meeting and apologies were noted. Katie Cross was attending the meeting today representing Sally Burnett. Conflicts of Interests None were declared.	



2.0	Review of minutes and actions from 7 December 2023	
	<p>The minutes from the meeting on 7 December 2023 were reviewed and approved.</p> <p>The updated Action Log from the meeting on 7 December 2023 was reviewed.</p> <ul style="list-style-type: none"> Start small, Dream big Primary Careers Project - Sally Burnett, Annette Holdsworth and Steve Bogg, Swindon Borough Council's Head of School Effectiveness, to hold a meeting offline to maintain momentum at high profile. <i>Update: Meeting had taken place on 8 February 2024. Sally would update at the next meeting.</i> <p>Other Matters Arising were completed or on the agenda.</p>	
4.0	Staffing/structure update for Careers Hub (slides 2-3)	
	<p>Taken out of order.</p> <p>SH presented to the meeting. All presentations can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/careers-hub/2024/20-february-2024/combined-slides-steering-group-update-february-2024.pdf?sfvrsn=7fc3e50f_3</p> <p>SH outlined the changing staffing and structure within the Swindon and Wiltshire Careers Hub and advised that they were not in a position to change his previous role at the moment. Both Swindon Borough Council and Wiltshire Council jointly managed the Strategic Hub Lead post.</p> <p>The Team was holding a Collaboration Day in Trowbridge the following week, where the possible impact of the increased caseloads would be discussed.</p> <p>Within Wiltshire Council, Andrew Best was moving on and Amanda Butler was now in that role. Kathryn Davis had taken over as the Interim Director of Education and Skills and the post was out for recruitment.</p>	
3.0	CEC update	
	<p>Suzy Wright, CEC's Area Manager South West, had responsibility for seven Careers Hubs in the region.</p> <p>She wanted the Swindon and Wiltshire Careers Hub to know that it was doing a great job, with an effective team and good engagement with schools,</p>	

producing good results. There were 50 Careers Hubs in the country, and we needed to raise Swindon and Wiltshire Careers Hub's profile.

The CEC was currently in negotiations with the Department of Education (DoE) for the funding for the next financial year. The grant funding agreement was in draft format at the moment, but CEC was expecting a similar amount of £28m as the previous year. Within the next couple of months, the money allocation would come down via a grant offer letter. The CEC paid for the role of the Strategic Hub Lead, and Enterprise Coordinators were match-funded posts.

There was a CEC conference in Milton Keynes due to take place shortly, where the changes to caseloads would be one of the many things discussed. The DfE was expecting more from the Hubs and workloads per Enterprise Coordinator continue to increase towards 25 schools each. Rurality and the issues this brings were a barrier to engagement in certain parts of the South West. Previously the Enterprise Coordinators had dealt with an equal number of schools, but the CEC could look at changing this going forward to take rurality into account.

No further money was expected for the Primary Schools Projects. The three-stage pilot was run on a minimal budget and there was not expected to be an extension to it this year. This could bring a possible impact on staffing.

The employer-facing Enterprise Co-ordinator's role had been phased out. Some hubs had operated in a project support way. The Hub Delivery Fund of £50,000 sat outside the core funding and this could be manoeuvred to cover the shortfall with this flexibility. There were also different models to consider.

There had been a tightening of staffing costs, but a loosening of how CEC allocated the Hub Delivery Fund. Hopefully, this would then balance out overall.

DS advised the meeting of the LEP Transition work being carried out. The SWLEP and the Local Authorities were working together to have an agreed plan, which would be submitted to government by mid-March. The Careers Hub was very important for the Swindon and Wiltshire area and the overall aim was to minimise any disruption and maintain business as usual operations with schools and stakeholders. The Careers Hub Steering Group fall under the oversight of Wiltshire Council, as both the Managing and Accountable Body. SW advised that Steering Groups nationally had various models which she would be happy to share.

Action: SW to share Steering Group models with DS.

**15 April
2024**

5.0	Budget position 2023/24 and funding update for 2024/25 (slides 4-13)	
	<p>SH spoke to the paper and outlined the current budget position for FY2023/24 and the anticipated spend for FY 2024/25 with activities underway and planned.</p> <p>Priority 2 – Experience of the World of Work Insight Days were being established with employers to provide one day group activity sessions at their place of work.</p> <p>Training was also being provided to special school and colleges to attract more employer participation, thereby increasing the number of work placements on offer to SEND students.</p> <p>Priority 3 – Apprenticeships, technical and vocational routes</p> <p>A series of Appren-T-fest events were underway, using providers within the supply chain, to promote apprenticeship and technical and vocational routes into careers. So far events had taken place throughout the county (including one for Education other than at School (EOTAS) and SEND students in Swindon, Salisbury, and Trowbridge with another scheduled for Chippenham in March.</p> <p>These events had attracted media coverage and had received a lot of positive feedback.</p> <p>Priority 4 – Positive destinations CareerPilot licence subscriptions, giving access to the pathway planner module for students in Swindon schools, were being paid for by the Careers Hub; Wiltshire schools had their Careers Pilot subscriptions provided via Wessex Inspiration Network (WIN). SW advised that the CEC would probably not continue funding these licences next year at current cost. She offered to join the discussion SH was due to have with CareerPilot to see if they could negotiate a reduction to the fees. CareerPilot did provide updates, so it would be useful to ascertain the level of usage per school.</p> <p>The question was raised as to whether there were any plans to roll out the Mentoring Project in Swindon any further into the county as raising aspirations to higher education was equally applicable. In response, the project, carried out by EBP, had been set up for the specific aim to make the college environment less intimidating for SEND students. An evaluation report would be drafted and learning shared. This would then be revisited in six months and 12 months to see if this were sustainable. Regular updates would be given at this meeting.</p> <p>Primary School project: even though they had been unable to encourage 50 schools to participate, the project was still going ahead. Those that were engaged were committed.</p>	

	<p>Teacher Encounters</p> <p>The aim was to deliver 50 teacher encounters with employers so they would better understand the world of work to support their students.</p>	
6.0	Performance against targets: Compass data (slides 14-27)	
	<p>SH spoke to the paper and outlined the performance of the Swindon and Wiltshire Careers Hub against the targets set with data completed by 31 January 2024.</p> <p>The Careers Hub was still performing well overall with six out of eight Benchmarks being above the national average; only two Benchmarks, being Benchmark 4 -Linking curriculum learning to careers - and Benchmark 8 - Personal guidance - being marginally below the national average.</p> <p>The question was raised as to whether Compass+ was being used to the best effect. The system contained a lot of functionality but depended on the information input and only those schools which had capacity were able to do this systematically. Enterprise Co-ordinators were targeting those schools which had Compass+ but not using it fully to provide them with bespoke training. This was a tool only for schools, not colleges, although there were plans for the future.</p> <p>CEC provided a set of guidelines for users of Compass+, but these could be open to interpretation. The Careers Hub felt that schools were now aware of all the activity and support which could be offered to their students and were self-evaluating lower as a consequence. It would be worth investigating further the rationale behind these scores.</p> <p>Action: SH to bring back information to the next meeting.</p>	May 2024
7.0	Labour Market Intelligence (LMI) – (slides 28-42)	
	<p>LA presented to the Group detailing the largest industries, those that were in growth, job trends and job postings in both Swindon and Wiltshire which demonstrated some areas of similarity and difference.</p> <p>The Group was also shown the educational attainment of the residents in both local authorities, as well as the skills being demanded by employers for jobs, particularly focussing on those demanded for apprenticeships, including “soft” skills such as attitude and communication.</p> <p>The question was raised on whether there were any data available on unfilled apprenticeships or those which were difficult to recruit, that is, could work be undertaken with the employers to see if that place could be filled and demonstrate joined up working? The young people might experience several</p>	

	<p>rejections, which may lead them to abandoning apprenticeships as a career choice. What level of wrap around support was given and what could be improved? IH explained what support the Wiltshire College & University Centre provided in these circumstances, but it would be good to know what other training providers were doing.</p> <p>Action: LA to contact Lightcast to ascertain what information was available on apprenticeships.</p> <p>Action: DKH to add to the Skills & Talent Subgroup agenda to open the discussion. KC / LA.</p>	<p>21 Feb 2024</p> <p>6 March 2024</p>
10.0	Insight Days Project update (slides 58-65)	
	<p>Taken out of order.</p> <p>JW presented to the meeting giving the background to the project sitting within the bigger priority – Experiences of the Workplace. Insight Days was an evolution of the Challenge Days activity run by the Careers Hub last year.</p> <p>The difference was outlined:</p> <ul style="list-style-type: none"> • Challenge Days were run by businesses within the school environment with students working on real work activities to solve; whereas, • Insight Days were for businesses to host the students at their place of work with similar activities. <p>These two options added to the portfolio of workplace opportunities for students bolstering traditional work experience. An outline of the targets, costs and proposed schedule for an activity was shared with the Group.</p> <p>The project, which was to be delivered externally, had gone out to procurement, and JW advised that the SWLEP Growth Hub had been appointed to deliver. A Memorandum of Understanding (MOU) was being drafted and an inception meeting was scheduled.</p>	
8.0	Overview of Appren-T-Fest events (slides 44-51)	
	<p>SH detailed the series of Appren-T-Fest events recently held or to be held shortly, advising of the number of students and parents/carers attending as well as the number of employers available on the day.</p> <ul style="list-style-type: none"> • 16 November 2023 – Swindon (EOTAS and special schools) • 24 January 2024 – Salisbury, across two locations, Salisbury 6th form college and Wiltshire College & University Centre • 2 February 2024 – Trowbridge, Wiltshire College & University Centre 	



	<ul style="list-style-type: none"> 6 February 2024 – Swindon, at STEAM 7 March 2024 – Chippenham, Wiltshire College & University Centre <p>The Team was currently collating all the feedback forms to evaluate the events' success, and this would be discussed at the Collaboration Day.</p> <p>Praise was offered to the Team for a job well done which SH would feed back.</p>	
9.0	CEC's Apprenticeship & Technical Education (ATE) workshop outline (slides 52-57)	
	<p>Owing to time constraints, this item was not covered in the meeting, except to say that the Careers Enterprise Company would be holding the workshop on Apprenticeships & Technical Education again this year, possibly in May.</p> <p>Action: SH to bring back to the next meeting.</p>	May 2024
11.0	AOB	
	None	
	<p>Further meeting dates for 2024: Further meetings to be confirmed.</p>	
	Meeting closed at 3.58pm	