



| Name | Role | Attendance |
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| Sally Burnett (SB) | Swindon Borough Council Skills Lead | ✓ |
| Helen Carpenter (HC) | representing Wiltshire Association of Secondary School Heads (WASSH) | To be confirmed |
| Sally Cook (SC) / Karen Taylor (KT) | DWP | Apologies |
| Katie Cross (KC) | Wiltshire Council | ✓ |
| Kathryn Davis | Director, Education & Skills, Wiltshire Council | To be confirmed |
| Doug Gale (DG) | SWLEP Board Director, QinetiQ | |
| Jo Grenfell (JG) | Wiltshire College & University Centre | |
| Guy Keith-Miller (GK-M) and / or Simon Flenley | representing HEI Pathways & Provisions Group | ✓ |
| Iain Hatt (IH) - Chair | SWLEP Board Director, Wiltshire College & University Centre | ✓ |
| Mike Holliday (MH) | Gloucester and Wiltshire Partnership of Training Providers | ✓ |
| Col Matt Palmer | MoD and Board Director | To be confirmed |
| Chris Parsons (CP) / Owen Walters (OW) | Cities & Local Growth Unit representative | Apologies |
| Mandy Paterson (MP) | Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board | Apologies |
| Neil Pouney (NP) | Head of School, UTC | To be confirmed |
| Debby Skellern (DS) | SWLEP Acting Chief Executive | ✓ |
| Andrew Steele (AS) | representing Swindon Association of Secondary Heads (SASH) | Apologies |
| Beverley Walker | DfE | To be confirmed |
| Employers | | |
| Name yet to be advised | Representative from Gooding Accounts | |
| Awaiting new name | Siemens | |
| Rick Kavanagh (RK) | Representative from MoD | |



| Name | Role | Attendance |
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| Ruth Lambert (RL) | FSB, representing the SWLEP Business Intelligence & Network Group (BING) | ✓ |
| Matt Leach (ML) | Beards Construction | |
| Awaiting new name | Wavin | |
| | NHS Salisbury | |
| Phil Townsend (PT) | Littelfuse | Apologies |
| Guests | | |
| Laura Arlott (LA) SWLEP Skills Lead, Tim Burghes (TB) Head of Marketing & Comms and Chris Stevens (CS) Head of Business Support | SWLEP Ltd | ✓ ✓ ✓ |
| Matt Butcher (MB) | New College Swindon | ✓ |
| Ian Gardener (IG) | Representing DWP | ✓ |
| Darran Marks (DM) | Institute of Technology | ✓ - left at 2.50pm |
| Steve Haines (SH) | Swindon & Wiltshire Careers Hub | ✓ |
| Matt Tudge (MTu) | Business West - LSIP Designated Employer Representative Body | ✓ |
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| Chair: | Iain Hatt (IH) | |
| Minutes: | Deborah House (dkh) | |
| Venue | Online | |
| Start time | 2.15pm | |
| Finish time | 4.15pm | |

| Item | Topic | Deadline |
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| 1.0 | Welcome, introductions and Conflicts of Interest | |
| | <p>The meeting opened at 2.17pm, apologies were noted, and introductions made. This was IH's first meeting as Chair of the Subgroup and he thanked Carole Kitching for her effective chairing in the past.</p> <p>Conflicts of Interest No further conflicts of interest were declared.</p> | |
| 2.0 | Minutes and matters arising | |



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| 2.1 | The minutes of the meeting held on 8 November 2023 were read and approved. | |
| 2.2 | <p>Matters arising:</p> <ul style="list-style-type: none"> ST and DG to make contact outside the meeting to discuss the point of contact for teachers into the workplace of Qinetiq. <i>Update: ST had moved on from her role and DG was not present at the meeting. It was unclear if this had taken place.</i> <p>Action: SH to follow up.</p> | Feb 2024 |
| | Other Matters Arising were completed or on the agenda. | |
| 3.0 | Careers Hub update | |
| | <p>SH spoke to the presentation and outlined the five priorities for the Swindon and Wiltshire Careers Hub, together with the progress of ongoing projects appropriate to those priorities.</p> <p>The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/12-january/careers-hub-update-12th-january-2024.pdf?sfvrsn=6026268_5</p> <p>Start Small, Dream Big</p> <p>The project was a pilot primary careers programme to test and trial careers education at primary level with a lead teacher in each school completing CPD hours. The aim was for lead teachers to share the knowledge gained with other teachers in the school and each school to have completed one employer encounter by September 2024. The Hub had also been asked to pilot the Gatsby Benchmarks to ascertain whether the system would work within the primary environment.</p> <p>Teacher Encounters</p> <p>The aim was for teachers to engage directly with employers in their subject area and how this could be used in the workplace. Although the project had been well received by teachers last year, numbers going out to employers had been disappointing. Those that did participate were impressed by the experience. This year the aim was to target more teachers and hold webinars across wider subjects. If it were difficult for teachers to visit employers on site, the Hub was now looking to bring employers into teacher development days at school.</p> <p>Experiences of the workplace</p> <p>High quality experiences of the workplace were being offered by:</p> | |



- Challenge Days which comprised experience for 1,000 students run in schools;
- Insight Days whereby workshops were run by employers but at their own premises for up to 200 students;
- training courses were also being offered to 16 SEND staff to enable them to become more confident working with employers to break down any barriers to taking on a SEND student for a work placement; and
- working with Fairfield College and DWP, which would talk about the support available to employers, webinars had been scheduled for February and June, one focussed on Swindon and one on Wiltshire, to dispel misconceptions about taking on a SEND student. The target was for 20 employers.

Effective Transitions

Two Careers Live broadcasts were scheduled as part of this project: the Apprenticeship Showcase in March 2024 and Amazing Applications in July 2024. These two broadcasts were run during the 2022/23 academic year and were well attended, attracting 5,000 and 4,000 live views respectively. The broadcasts would be recorded and would remain on the Careers Live website for 12 months as a resource for schools and colleges to use with students.

The mentoring project for SEND students, mainly set in Swindon with 8 out of the 10 schools, was to help to increase progression into FE. This project was now underway as mentors had met students at a Christmas lunch in schools.

Apprenticeship and Technical Education (ATE) pathways

Five Appren.T.fest events were being held throughout Swindon and Wiltshire in collaboration with educational partners who were providing the locations.

Pre- and post-broadcast surveys would be used to measure awareness of apprenticeships.

Comments made:

Teacher Encounters was a programme for secondary school students only, but it was thought that this would also be beneficial for 16+ students.

There was much activity within the area of SEND at present, with an increased focus from government. SEND requirements were rising across the country with increasing paperwork such as Education Health Care Plans (EHCPs), but with decreasing resources. SEND provision had been identified as one of the biggest priorities and needed to be reflected in the next Skills



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| | <p>Strategy for the area. Another big issue which partners needed to consider was supporting employability for adults with disabilities.</p> <p>Action: SH to report on activities around SEND for the next meeting.</p> <p>Action SB and KC to brief the Skills & Talent Subgroup about SEND in their respective areas.</p> <p>Action: Bring forward an agenda item on Universal Support and supporting adults into work.</p> <p>The model for the Careers Hub for 2024/25 could see funding decrease and the case load increased. The Careers Enterprise Company was to release more schools into Careers Hubs which had previously not been included, such as independents. A letter of comfort was expected from the CEC in February 2024. An update could be provided at the next meeting</p> | <p>March 2024</p> <p>March 2024</p> <p>March 2024</p> |
| 4.0 | Local Skills Improvement Plan (LSIP) progress update | |
| | <p>MTu presented on progress made on the three-year LSIP programme, which was halfway through and entering its second stage. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/12-january/lcip-s-w-skills-and-talent-group-jan-24.pdf?sfvrsn=93eb3be3_3</p> <p>The end of March 2024 would see the publication of the priority findings including information on the deep dives. This second report would be focused on what work was underway and what the needs were now and into the future. This included signposting businesses to support as well as to Business West's services, for example chamber membership. The Distinctive Comms Company had been engaged to assist with messaging.</p> <p>A funding stream survey had been designed for review by subgroup members. DWP would also be asked to complete the form. In addition, Employer Forums were being held and were open for registration. Meet the Expert sessions were also being run and were led by Trade Associations.</p> <p>Action: MTu to forward the draft funding streams survey with IH for comment.</p> | <p>Feb 2024</p> |
| 5.0 | Local Skills Improvement Plan (LSIP) governance | |
| | <p>DS gave an update following the first meeting of the LSIP Governance Working Group held on 11 December 2023. A draft Terms of Reference</p> | |



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| | <p>was circulated as a starting point for discussion which led to a conversation on the range of governance required and where it should sit.</p> <p>Key points made for consideration in the future LSIP governance arrangements were:</p> <ul style="list-style-type: none">• clarity on the long-term role of the LSIP and how it would feed into the strategic plans for the wider skills system in the future, and how it would build in flexibility to inform other skills priorities;• a better understanding of what the LSIP would do, and how that would be different to existing structures within the area to assist with measuring impact and outcomes across the whole skills system;• an understanding of the relationship between the future work of the LSIP and its alignment to Further Education providers' Accountability Statements (which were expected to be updated every year); recognition of the constraints within which FE institutions operate, and an ability to flex locally with curriculum leads;• a forward plan such as an 18-month roadmap supported by the appropriate datasets and interventions; and• identifying how best to respond to employer feedback. <p>Further feedback was expected, and additional meetings would be required, taking into consideration future skills oversight arrangements across Swindon and Wiltshire.</p> | |
| 6.0 | Accountability Statements Guidance and duty to review 'regionally' | |
| | <p>IH presented the background to the production of the Accountability Statements and Local Needs Duty which placed strong responsibility on colleges for statutory oversight and to demonstrate how needs were being met through collaboration. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/12-january/accountability-duty-to-review.pdf?sfvrsn=ba720ae_3</p> <p>Accountability statements were submitted to government in May 2023 (these were now available on the college websites). The Swindon and Wiltshire's Local Skills Improvement Plan was published in August 2023 so, there had been a mismatch of deadlines.</p> <p>Colleges were expected to re-write and published their new Accountability Statements; it was thought the Swindon and Wiltshire Institute of Technology (SWIoT) might need to produce its own separately from New</p> | |



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| | <p>College Swindon and Local Authorities with EFSA funding contacts in excess of £1m would also have to publish Accountability Statements.</p> <p>It was important that every provider did not try to offer all subject options highlighted within the LSIP. This should be completed collectively as the Swindon and Wiltshire area as a whole to avoid duplication of the curriculum and maximise funding opportunities. The funding provision mapping work being undertaken by Business West would be useful as part of this process. It was suggested that tracking referral routes between training and the progression of training would be beneficial, for example, from the Multiply programme into GCSEs.</p> <p>The LSIP priority findings were due in March, with the progress report due at the end of June. A working group was proposed to explore the curriculum development and other training providers as part of the future LSIP governance arrangements.</p> | |
| 7.0 | Labour Market Intelligence (LMI) | |
| | <p>LA presented the latest update on Labour Market Intelligence for the Swindon and Wiltshire area detailing population, job postings, skills demands and trends.</p> <p>The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/12-january/skills-and-talent-lmi-12012024.pdf?sfvrsn=71640b2b_3</p> <p>Subgroup members discussed the fact that what employers stressed as being necessary skills were not often shown in statistics, for example, mind set and attitude. The Subgroup noted that in-demand skills, particularly such as nursing and personal care, were higher in Wiltshire than in Swindon and reflected the difference in population demographics. The question was raised on where childcare would be shown in the statistics, as there was real demand in this sector; without it, fewer people could take the jobs on offer.</p> <p>Action: LA to contact Lightcast to ascertain how to identify childcare within the data and bring back to the next meeting.</p> <p>LA was thanked for her presentation.</p> | Feb 2024 |
| 8.0 | Rural Economy Sector Group (RESG) and skills event | |



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| | <p>DS spoke to the meeting and explained that SWLEP's Rural Economy Sector Group (RESG) met quarterly to discuss rural issues and opportunities. At a recent meeting, opportunities for military leavers to take up land-based careers was discussed.</p> <p>The Swindon and Wiltshire Cyber Cluster was also looking to set up an event for military leavers within the cyber environment. It was thought that these could be brought together as a joint careers fair for military leavers in April 2024. Discussions were on-going. There was the additional opportunity to set up a follow-on careers fair in the summer on an estate with the same aim of attracting military leavers to land-based careers.</p> <p>The SWLEP's RESG and Business West's Agri-tech group could be used to promote the work of one another. The Agri-Tech Group had highlighted the demand for green skills,</p> <p>Action: MTu and DS to liaise on the potential to link the two groups on this work.</p> | Feb 2024 |
| 9.0 | LEP Functions update | |
| | <p>With the withdrawal of core funding for LEPs from April 2024, certain functions would be delivered by Local Authorities or Combined Authorities. Discussions were underway between partners on the transfer of core functions: economic planning, business representation and programmes.</p> <p>Guidance published on 4 August 2023:</p> <p>https://www.gov.uk/government/publications/local-enterprise-partnerships-integration-of-lep-functions-into-local-democratic-institutions</p> <p>Subsequently, the latest government guidance had been published on 19 December 2023, the link to which was available below.</p> <p>https://www.gov.uk/government/publications/guidance-for-local-authorities-delivering-business-representation-and-local-economic-planning-functions</p> <p>The guidance had emphasised the need for delivery to continue across the existing footprints including the Growth Hub and Careers Hub, that is, Swindon and Wiltshire. Swindon Borough Council, Wiltshire Council and SWLEP were working on the practicalities in delivering this national policy.</p> <p>Further communications would be forthcoming to keep everyone informed and to ensure a smooth transition. Future skills arrangements would include continuing to work with key partners on strategic skills development, and</p> | |



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| | <p>LSIP arrangements as part of the wider transition work. Skills providers would be kept up to date on developments.</p> <p>An update would be given at the Skills & Talent Subgroup meeting in March.</p> | |
| 10.0 | Items for the next meeting | |
| | <ul style="list-style-type: none"> • Membership/organisations to engage • DWP Universal Credit Support update <p>Action: IG to liaise and ascertain who would be best placed to present at the meeting.</p> <ul style="list-style-type: none"> • LSIF Progress report – Jo Grenfell • Skills Strategy update – Sally Burnett / Katie Cross • Early years LMI item – Laura Arlott • SEND activity – Sally Burnett / Katie Cross • Green skills mapping and demand – Business West | |
| 11.0 | AOB | |
| | <p>Advanced British Standards (ABS) consultation</p> <p>LA advised of a consultation taking place around the Advanced British Standards. This opened in December 2023. The Department for Education was running two events about the ABS, the one for the South West being held in Bristol.</p> <p>The information regarding the consultation is available via the link below.</p> <p>A world-class education system: The Advanced British Standard - GOV.UK (www.gov.uk)</p> <p>Skills for not-for-profit and third sector. Social, charitable and third sector.</p> <p>A question had been raised at SWLEP's Business Ideas and Places Subgroup regarding attracting 16–18-year-olds to the third sector and whether the LSIP would try to solve this problem.</p> <p>MTU provided the e link to the following programme during the meeting.</p> <p>Social Economy West Support Programme Launched Business West</p> <p>Next meeting: Wednesday, 6 March 2024 – 9.45am to 11.45am. In person subject to availability.</p> | |



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

**Minutes Skills & Talent
Subgroup Meeting
12 January 2024**

Meeting closed at 4.15pm

Iain Hatt

Chair

7 March 2024