

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Wednesday, 6 March 2024

**Time:** 9.45am – 11.45am

**Venue:** Online via Teams

Name	Role	Attendance
Beverley Walker (BW)	DfE	
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Helen Carpenter (HC)	representing Wiltshire Association of Secondary School Heads (WASSH)	
Katie Cross (KC)	Wiltshire Council	✓
Kathryn Davis (KD)	Interim Director, Education & Skills, Wiltshire Council	
Doug Gale (DG)	SWLEP Board Director and Qinetiq	Apologies
Jo Grenfell (JG)	Wiltshire College & University Centre	✓
Iain Hatt (IH)	Wiltshire College & University Centre – SWLEP Board Director and Subgroup Chair	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	Apologies
Neil Pouney (NP)	Head of School, UTC	
Col Matt Palmer (MPa)	SWLEP Board Director and Commander South West	
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	
Leah Palmer (LP)	Swindon New College & University Centre	
Chris Parsons (CP) / Owen Walters (OW)	Cities & Local Growth Unit Representative	
Mandy Paterson (MP)	Inspire by Wessex Chamber and Co-chair of Wiltshire skills, education, and employment skills board	Tentative
Debby Skellern	Chief Executive Officer, SWLEP	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Karen Taylor (KT) / Sally Cook (SC) / Ian Gardener (IG)	Representing DWP	Apologies (SC)
<b>Employers</b>		
Name yet to be advised	Representative from Gooding Accounts	
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	
Matt Leach (ML)	Beards Construction	

Name	Role	Attendance
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
<b>Guests</b>		
Laura Arlott (LA) / Chris Stevens (CS) / Comms	SWLEP Ltd	✓✓
Darran Marks (DM)	Institute of Technology (IoT)	✓
Matthew Butcher (MB) /	Swindon New College & University Centre	✓
Steve Haines (SH)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	Apologies
<b>Chair:</b>	Iain Hatt (IH)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	9.45am	Welcome, introductions and Conflicts of Interest		IH
2.1	9.50am	Minutes of the meeting of 12 January 2024.	Paper 2.1	IH
2.2		<p>Matters arising:</p> <ul style="list-style-type: none"> <li>• ST and DG to make contact outside the meeting to discuss the point of contact for teachers into the workplace of Qinetiq. ST had moved on from her role and DG was not present at the meeting. It was unclear if this had taken place. SH to follow up. <i>Update: contact established.</i></li> <li>• Bring forward an agenda item on Universal Support and supporting adults into work. IG to liaise and ascertain who would be best placed to present at the meeting. <i>Update: awaiting info from Ian G at the mo.</i> <b>ON AGENDA</b></li> <li>• MTu to forward the draft funding steams survey with IH for comment. <i>Update.</i></li> <li>• LA to contact Lightcast to ascertain how to identify childcare within the data and bring back to the next meeting. <b>ON AGENDA</b></li> <li>• MTu and DS to liaise on the potential to link the RESG and Agri-tech groups on this work. <i>Update: DS connected MTu with South West NetZero Energy Hub.</i></li> </ul>		IH

		<ul style="list-style-type: none"> <li>An update would be given on LEP Transition at the Skills &amp; Talent Subgroup meeting in March. <b>ON AGENDA</b></li> <li>Membership/organisations to engage. <b>ONGOING</b></li> <li>LSIF Progress report. <b>ON AGENDA</b></li> </ul>		
3.0	9.55am	Apprenticeship Week activities <ul style="list-style-type: none"> <li>Careers Hub – Appren-T-fest</li> <li>Roundtable update</li> </ul>	Presentation Verbal	SH ALL
4.0	10.10am	Apprenticeships: how to identify and offer wrap around support for unsuccessful applications.  Discussion	4.0	KC
5.0	10.30am	Labour Market Intelligence (LMI) for early years	5.0	LA / DS
6.0	10.40am	Universal Support and supporting adults into work – <b>TO BE CONFIRMED</b>	Presentation	DWP
7.0	11.05am	Local Skills Improvement Fund (LSIF) update	Presentation	JG
8.0	11.20am	LEP Functions update	Presentation	DS / SB / KC
9.0	11.30am	Items for future meetings:  Brought forward from 12 January: <ul style="list-style-type: none"> <li>Steve Haines to report on activities around SEND for the next meeting.</li> <li>SB and KC to brief the Skills &amp; Talent Subgroup about SEND in their respective areas.</li> <li>Skills Strategy update – Sally Burnett / Katie Cross</li> <li>Curriculum reform</li> <li>Changes to funding for September for FE colleges for English and Maths</li> <li>Funding Survey – Business West</li> <li>Green skills mapping and demand – Business West</li> </ul>	Verbal	IH
10.0	11.35am	AOB <ul style="list-style-type: none"> <li>Apprenticeship &amp; Technical Education (ATE) process – CEC study</li> </ul>		SH ALL
		<b>Date of next meeting</b> Wednesday, 8 May 2024 – 10am to 12noon		
		<b>Further dates for 2024:</b>		



		Tuesday, 2 July – 2pm to 4pm w/c 9 September – to be confirmed w/c 4 November – to be confirmed  All meetings will take place via Teams conference call unless otherwise specified.		
	<b>11.45am</b>	<b>Close</b>		