



Name	Role	Attendance
Mike Ashworth (MA)	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Amanda Burnside (AB)	Chair of Subgroup, SWLEP Board Director and Principal of Wiltshire College & University Centre	✓
Chris Dutton (CD)	representing Wiltshire Association of Secondary School Heads (WASSH)	Apologies
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	Apologies
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Karen Leigh (KL)	SWLEP's BEIS Representative	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Name yet to be advised	Chair of the Swindon skills and employment board	
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Karen Taylor (KT)	DWP	✓
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	✓
Peter Wragg (PW)	SWLEP Board Director and Deputy Chair	✓



Name	Role	Attendance
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	Apologies
Maj Claire Hall (CH)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	Apologies
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	Apologies
Ash Nandurkar (AN)	Wavin	Apologies
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Katie Cross (KC)	Wiltshire Council	Apologies
Dragana Houston (DH)	SWLEP	✓
Lucinda Morton (LM)	Study Higher	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Chair:	Amanda Burnside (AB)	
Minutes:	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and Introductions	
	AB welcomed attendees. Apologies were noted, with particular reference to representatives from SASH and WASSH who were unable to attend owing to current pressures within the school environment.	
2.0	Minutes, matters arising and Conflicts of Interest	
	Minutes of the meeting held on 14 September 2020 were read and approved.	
	Matters arising:	



	<ul style="list-style-type: none"> • Employer's appetite for apprenticeships - DH and SB to discuss offline (from July meeting). There was a business engagement meeting shortly and SB would feedback discussions to the meeting. COMPLETED. SB added that members through the Growing Economy Group had wanted to link with stakeholders. An Ambassador network had been established and was identifying key barriers and opportunities. • Item S3 to be closed and removed from Action Plan. COMPLETED • Item M2 to be closed and removed from Action Plan. COMPLETED • Item M4 Swindon Borough Council had carried out a piece of work for Honda associates who would be facing redundancy. SB to bring to next meeting. SB advised that work was continuing with Honda UK Manufacturing (HUM) and was moving forward with its support and skills provision. The focus now was on skills provision within the supply chain. SBC was putting in a Business Case for some funding where there were gaps and working strongly with ADVIZA and DWP. HUM had advised positive feedback on working with the colleges. SBC was following up on lessons learned during this process. • Send out Kickstart link via DKH. COMPLETED • Carole Kitching to speak to the meeting for a wider discussion on the strategy for the new college including the Institute of Technology (IoT). AB to advise CK of request. CK confirmed that formal contract with DfE had been completed and construction would begin on site by end of November and was aiming for a start date of September 2021. <p>Action: CK to provide updates at the next meeting of:</p> <ul style="list-style-type: none"> • the Institute of Technology; and • the merger of Swindon College and New College. <p>Conflicts of Interest PB of SWLEP and RL of FSB declared their role as intermediaries in the Kickstart Scheme (Item 4).</p>	Jan 2021
3.0	LMI and data update	
	<p>DH presented to the meeting using up-to-date data available to show the changes affecting the labour market in the Swindon and Wiltshire area. 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-nov-lmi---s-tg-v0-3.pdf?sfvrsn=5c7acfc_4</p>	



	<p>DH stated that these reports could be customised according to the needs of organisations and asked participants to make contact should there be anything that would help them to make decisions about their business.</p> <p>The question was raised as to whether new and different types of jobs were being advertised which had not previously been seen. The explanation was that the data showed already-existing sectors but that more jobs in the health professions and caring environment were being posted.</p> <ul style="list-style-type: none"> • DWP was in the process of upskilling its own Work Coaches to advise on upskilling and reskilling of claimants. • HRI forms were completed for companies with 20 or more staff, so would not show the situation within the SME environment. • PB suggested looking at sectors which were currently showing difficulties with their job adverts vs those sectors which were doing well. A deep dive across both areas could be used to ascertain comparable skill sets. • The question was raised on how the number of businesses and their headcount corresponded to the population of a particular town and whether that would demonstrate specific issues in that area. • DH stated that this type of analysis was possible and could be brought to the next meeting. • However, PB added that the distance between the individual towns in Wiltshire was relatively small, and people often travelled between them. So, it would be difficult to ascertain the specific issues per town. 	
4.0	The Kickstart programme update	
	<p>KT spoke to the meeting. The Government was continuing with the Kickstart scheme even though England had entered into the latest lockdown. There were blockages in the system nationally, and if anything were to come through, KT would share with the group, but that it was still early days. Representative bodies acting as intermediaries for the Kickstart Scheme, such as SWLEP and FSB, were called “Gateways”. Employability Coaches were employed within the normal operation of JobCentrePlus, and a nominated Youth and Employability Coach was available in each centre.</p> <p>IH, AB and KT had met the previous week to talk about Kickstart for Wiltshire College & University Centre both as an employer and as a training provider and what support could be offered. A working group was taking place the following day, that is, Tuesday, 10 November from an employer and training perspective. The question was what would happen to these young people at the end of the Kickstart scheme. DWP did not want them to go back into claiming Universal Credit, but to move on to apprenticeships, traineeships etc.</p>	



	<p>The question was raised on how to join up the proposition to take to employers so that they were not being asked repeatedly for the same things. Wiltshire College & University Centre was working with Wiltshire Council, Swindon Borough Council and Swindon College to take a single proposition to employers to avoid continual requests for work placements. There was also the volume of placements which schools were asking for as well to consider amounting to 7,000 placements for Year 11 students in the Swindon and Wiltshire area. How do we approach employers for these continuous and multiple asks?</p> <p>The Kickstart placements were well-funded from the young person's perspective, but at the end of six months they would be moving on to apprenticeship etc where the wages were lower. This group of 18-24-year-olds were not just school leavers but could well be young people who had been made redundant or graduates, so it was across a large range of people. Therefore, there was a need to appeal to this wide audience. One idea was to approach employers with projects that they had which could be undertaken by such a placement.</p> <p>MT advised that Wiltshire Council had put itself forward into the gateway but was told that there was a backlog within DWP which meant that some tranches would not be mobilised until later. There was therefore a danger that employers would lose interest and drop off the scheme. So, what could be done to keep the momentum going?</p> <p>Action: KT advised that she would raise this issue with her manager as resources were being diverted to get more applications through the system.</p> <p>Although some placements had already started, they were within large organisations. How many of SMEs had managed to start the programme?</p> <p>Action: KL would ascertain what she could and report back.</p> <p>CH advised that there was an Engagement Officer within the Army HQ South West which used long-established recruiting methods and could be of benefit.</p> <p>Action: KT and CH to take offline.</p> <p>PB advised the meeting that the numbers of placements being offered to young people via intermediaries in the Swindon and Wiltshire area was currently difficult to ascertain. SWLEP had 171 places pledged. The first application had already been submitted and the second would be later this week. FSB was operated its scheme nationally, so it was difficult to ascertain</p>	<p>Nov 2020</p> <p>Nov 2020</p> <p>Nov 2020</p>
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	<p>a precise figure for the area. Also operating as Gateways were Community First, Wise employment and Business West.</p> <p>Action: KT to provide more information to DKH when available to be circulated.</p> <p>IH questioned how the work placements would work when many employers were not at their workplaces during the pandemic. It was not a traditional way of operating. Many were now working online and virtually so we would need to utilise the best methods going forward. PB cited an excellent example of a company called Jacobs which gave a presentation at the Careers Hub Employer Conference on how it had operated work placements during the pandemic. It had proved to be very successful and, in some cases, better than previously.</p>	Nov 2020
5.0	Skills Plan Review	
	<p>MT spoke to the meeting and reviewed the Skills Plan. The document can be accessed on SWLEP website by following the link below with particular reference to pages 18 and 19, Point 7 - SWLEP Skills Action Plan 2020-21.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/strategy/swindon-wiltshire-skills-plan.pdf?sfvrsn=af743f0f_2</p> <p>This document would be used to demonstrate what had been achieved and would be the basis for drafting the Report to DfE which was due to be submitted in March 2021.</p> <p>Priority One - Address skills supply and demand imbalance Objective 1.1 - Improve use of skills and labour market intelligence <i>1.1.1 Establish “real-time” source of labour market intelligence (LMI). ACHIEVED</i> <i>1.1.2 Share skills plan and underlying evidence base and promote participation in use of LMI data. ACHIEVED</i> <i>1.1.3 Develop a dashboard on the SWLEP website accessible to everyone</i> <i>Developing a dashboard.</i> DH advised that the SWLEP Board had approved the metrics and their presentation. SWLEP was in the process of creating an automated dashboard on the website and this should be ready for the end of year. <i>1.1.4 Produce monthly LMI update reports. ACHIEVED</i> <i>1.1.5 Produce an annual skills supply and demand and LMI report.</i> This would show key insights and highlights over the whole year. <i>1.1.6 Use the SWLEP platforms, including developing new virtual tools, to promote apprenticeship and career opportunities to young people and career changers.</i> Deadline July 2021. PB advised that the Careers Hub would be bringing careers opportunities to young people by using a variant of labour insight for LMI product for Careers Hub. This would be targeted at young people and their parents. We did need to increase our provision of webinars etc on this</p>	



platform. RAG rating GREEN, underway. We would also need to mitigate against the impact of Covid-19.

Objective 1.2 - Achieve a step change in take-up and achievement of apprenticeships

1.2.1 Acquire LMI tool for Careers Hub to promote apprenticeships to school leavers. ACHIEVED

1.2.2 Use all available resources to promote apprenticeships to SMEs. Deadline of March 2021. Making use of National Apprenticeship Week and a festival of work which would be SWLEP branded. RAG rating AMBER, but underway.

1.2.3 Leverage the use of nationally available resources to promote the benefits of apprenticeships. End date July 2021. On track.

1.2.4 Work to secure investment to support apprenticeships to counteract the impact of Covid-19. Raised concerns through various agencies: DFE, Ofsted, BEIS, LEP Skills group, AoC - resulting in "Plan for Jobs" apprenticeship incentives.

1.2.5 Run a marketing campaign, targeting parents and students, to increase awareness of apprenticeships as a key career choice; aligned with National Apprenticeship Week (Feb / Mar 2021). £5,000 had been allocated from SAP funding. ONGOING

1.2.6 Support FE colleges to achieve successful implementation of T-levels through high quality business engagement. Working on all placements across the piece to ascertain what was required for a school, apprenticeship, traineeship and T levels. Deadline August 2022.

Objective 1.3 - Build on the success of the employer input to the IOT and develop a business-led multi-campus federation of higher education providers to meet the demand for local jobs, especially those requiring STEM skills

1.3.1 Establish a strategic partnership with a group of committed employers and education providers to develop a framework for a successful business-led, multi-campus federation. We currently had a deeper and richer engagement with Universities than previously which we needed to harness.

Action: AB, PB and CK to take offline.

1.3.2 Promote the Institute of Technology in Swindon to achieve success in its first five-year charter IoT. Deadline sept 2026. This work would be done collectively. On the agenda for the next meeting.

1.3.3 Develop a targeted marketing campaign to increase uptake of higher and degree apprenticeships in STEM subjects, in particular females. Deadline July 2021. £5,000 allocated funding. Although developing the STEM curriculum we should be thinking about adding Green jobs as well.

1.3.4 Develop high quality marketing materials about the supply of skills provision to support Inward Investment programmes. Deadline April 2021. The sectors of High Value Manufacturing (HVM), Life Sciences and cyber had been impact by Covid-19. SWLEP was making use of DIT materials.

Objective 1.4 - Develop digital skills

Nov 2020



1.4.1 - Develop agile digital skills programmes, responsive to business need. End date July 2022. There was a programme already running with Growth Hub's Jason Gray leading. It was going very well. RAG rating GREEN.

Priority Two - Ensure inclusive growth across socio-economic groups

Objective 2.1 - Raise aspirations and improve employability of young people through effective support for independent careers education, information, advice and guidance via SWLEP Careers Hub

Both 2.1.1 Deliver support for a high-quality careers programme in schools and colleges and 2.1.2 Coordinate ambassadors, role models and skills champions to inspire young people from vulnerable groups had deadlines of July 2021. ST advised that both points were underway and in hand. The Learn Live events held in September had attracted 1,000 young people online. Point 2.1.2 was the current focus of the Careers Hub.

Objective 2.2 - Promote programmes to improve physical and mental health of employees

2.2.1 Develop understanding of the impact of physical and mental health on employability and productivity and produce a report on findings; explore options for a student project and 2.2.2 Promote the report findings with businesses to implement examples of good practice. DH advised that there had already been engagement with NHS and the Public Health Departments of both Local Authorities. A report would be developed on the findings to share with businesses by March 2022. Couple of business to implement.

Priority Three - Covid-19 recovery

Objective 3.1 - Establish skill supply and demand balance

3.1.1 Develop intelligence reports detailing the impact of Covid-19 on local business and providers; work with both sides to ensure that skills supply is responding to skill demand. Regular reports were being produced and using innovative ways to use the information.

3.1.2 Collating online training materials for newly unemployed. A lot of work had already been done on who could provide what types of support. An Infographic to be created that we could all host on our websites. JS and Swindon Borough Council were promoting a portal for an event on redundancy support.

3.1.3 Identify and apply for funding for recovery. Funding via the Growth Hub for Peer to Peer Networks, This Way Up webinar sessions, ERDF grants for tourism and small businesses, and SME Competitiveness Programme. Two posts were being earmarked to offer EU exit guidance. ST added that the Careers Hub had received £20,000 in the summer for the newly unemployed who were at risk of becoming NEETs, the end date for which was July 2021.

Objective 3.2 – Inclusive Growth

3.2.2 Understand which groups are most adversely affected by Covid-19 (e.g. NEETs), and develop an action plan with partners to support recovery.

AB would be interested to understand what NEET would look like in a post-Covid world and advised that the Cabinet Research Team had been in touch and Wiltshire College had given them a long list of items from colleges to put

	<p>the case for FE. PB commented that this would fit with the levelling up agenda, hence the PM's interest.</p> <p>IH asked how we would showcase progression in this pandemic world. We should be contacting the current Year 11 students at present for tours of the FE colleges etc, but this was proving difficult. ST commented that the Careers Hub had held a recent FE roundtable meeting with careers leaders to take a collaborative approach with all the college sites to try to facilitate the site viewings.</p>	
6.0	Apprenticeship trends	
	<p>DH and PB presented to the meeting. Access to the presentation can be made by following the link below:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/archive/swlep-apprenticeship-overview---nov-2020-v1-0.pdf?sfvrsn=2aadf30c_4</p>	
7.0	Study Higher – future plans	
	<p>Lucinda Morton was welcomed to the meeting and outlined the aim of the organisation which was to devise, develop and deliver outreach activity. It worked with young people for Level 4 and higher, working intensively with target students in key schools at Year 9 and above. Study Higher was already working with schools in Swindon and would like to set up an operational group, bringing together people who worked directly with young people in the town to try to identify the key gaps. It would be very pro-active as Study Higher already had existing funding from DfE, which would run out in July 2021.</p> <p>However, the Group should not duplicate existing work. The Skills & Talent Subgroup already had the Higher Education Subgroup. Would this new group be led by Study Higher? LM, Morag Sullivan from Swindon Borough Council and ST had already met, and ST commented that she thought the membership would be replicated.</p> <p>Interest was expressed in investigating the proposal and joining up as one group across Swindon and Wiltshire. WIN is the Wiltshire Group.</p> <p>Action: MT and SB to discuss offline.</p>	Nov 2020
8.0	AOB	
	<p>AB referred to item 5.0, the Skills Plan, next steps and requested an additional column to show the progress made to date. The Plan could then be reviewed every couple of meetings depending on agenda, but particularly in time for the Report to DfE in March.</p>	



Action: MT to update Skills Plan accordingly.	Jan 2021
Date of next meeting Thursday, 14 January – 2pm - 4pm Via video / teleconference call Future meetings for 2021: Thursday, 11 March – 9.30am - 11.30am Thursday, 20 May – 10am - 12 noon Thursday, 15 July – 10am - 12 noon Monday, 13 September – 10am – 12 noon Thursday, 11 November – 9.30am – 11.30am All meetings will take place via video / teleconference call until further notice. AB thanked those present for attending and for their contributions.	
Meeting closed at 3.56pm	

Anade D. - ie

15/01/21