



Name	Role	Attendance
Alison Thorpe (AT)	DfE	Apologies
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	Apologies
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director, QinetiQ	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	
Georgina Keily-Theobald OR Ian Tucker	representing Wiltshire Association of Secondary School Heads (WASSH)	GK-T ✓ - left at 3pm
Emily Manser	Cities & Local Growth Unit representative	✓
Col Gary McDade	MoD and Board Director	Apologies
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓ left the meeting at 3.40pm
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Karen Taylor (KT)	DWP	Apologies
Mandy Timbrell (MT)	Wiltshire Council, Head of Employment and Skills and SWLEP Skills Lead	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Awaiting new name	Siemens	
Rick Kavanagh (RK)	Representative from MoD	
Andrew Lord (AL)	Alabaré	Apologies



Name	Role	Attendance
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	Apologies
Matt Leach (ML)	Beards Construction	
Awaiting new name	Wavin	
Nicola Summerhill (NS)	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Laura Alcott (LC) and Amanda Peach (AP)	SWLEP	✓✓
Debby Skellern (DS)	SWLEP	Apologies
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
James Tindale (JT)	Emsi	✓
Cheryl Cole and Mik Belcher	Seetec Plus	✓✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 2.01pm and apologies were noted. The Chair explained that she would be handing over the meeting to MT later in the agenda as she had to attend another meeting. CK also advised that Neil Brayshaw, Interim MD of the Institute of Technology, was unable to present at Item 4.0 owing to illness, so she would give a verbal update.	
2.0	Minutes, matters and Conflicts of Interest	
	<p>The minutes of the meeting held on 12 January 2022 were read and approved.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> Prof MD and AP to hold conversation offline regarding STEM returners and training. AP had contacted Prof Davidson after the last meeting but as yet had not managed to speak. Carry forward to next meeting. <p>Other items were completed or on the agenda.</p>	



	<p>Conflicts of Interest</p> <p>SWLEP had a standing Conflict as an intermediary in the Kickstart Scheme and CK as the Principal for the Institute of Technology. No further Conflicts were declared.</p>	
3.0	Green Skills and Jobs	
3.1	<p>Summary Report</p> <p>PB had written a summary report from the presentations given at the Skills & Talent Subgroup meeting on 12 January which had been supplied in the pack. In PB's absence, CK spoke to the paper.</p> <p>The recommendation had been to establish a Task & Finish Group to develop the plan over the next 2-3 months to include members of this group and some external expertise. Thereafter, to bring the results of the discussions to this Subgroup and aim to implement recommendations as of July.</p> <p>Action: volunteers to indicate their interest to DKH by next week.</p> <p>SB felt that more information was required from the employers. Where did employers feel progress had been made and where were there still gaps? Garner some interim intelligence to date on what was identified. Providers were prepared to provide training, but what was it that was needed, so employers' input was also required.</p> <p>Action: An audit of providers to map out what was currently available and bring that summary back to the meeting.</p> <p>The Skills & Talent Subgroup: AGREED to scheduling a themed session on Apprenticeships at the Subgroup's meeting on 19 May 2022; and SUPPORTED the establishment of a plan for new green skills and jobs in the area by identifying volunteers amongst the Subgroup membership and other individuals to join a task and finish group to produce a plan for implementation from July 2022.</p> <p>NOTE: Volunteers were SB, MT, AP, LA and CC.</p>	<p>18 Mar</p> <p>May 2022</p>
3.2	<p>National Highways potential project</p> <p>MT outlined a potential legacy project with the A303 and Stonehenge tunnel development. The scheme would take another 2-3 years for planning approval, but in the meantime, works were underway.</p> <p>Improvements would be to the whole Amesbury area and remain once the project was completed with reinforcement to the electricity grid and ramp up EV charging in the region. National Highways was looking to build</p>	

	<p>hydrogen into its work contracts, use a green electric tunnel boring machine and hydrogen fuel in its plant machinery. There would be an estimated 70-100 apprenticeship opportunities by September 2024, building course material and to realise construction as a career opportunity for young people.</p> <p>National Highways wanted to work closely with local providers for apprenticeships and for them to be enrolled from the area. Amesbury's regional distribution centre would act as a national demonstrator for decarbonisation. Construction work would see a £1bm investment over the next 5-6 years. The main contractor would be appointed within the next 6-12 months. Feasibility studies were planned to assist in progressing value added with local partners, so key stakeholders should get in touch.</p> <p>MT anticipated that meetings would probably be held every quarter with National Highways to progress these discussions.</p> <p>The project was still awaiting the Secretary of State decision regarding planning permission.</p> <p>Action: update to be given at subsequent meeting.</p>	When available
3.3	<p>Association Of Colleges climate action roadmap</p> <p>IH presented to the meeting and shared several slides from the following presentation. The presentation gave be found by following the link.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/08-mar-2022/final_roadmap_25june2020.pdf?sfvrsn=5514503f_4</p> <p>Wiltshire College & University Centre's previous NUS President had participated on the student working group for the development of this Roadmap and the college had now signed up to the commitment and was adopting the roadmap. This was now forming an integral part of the new strategic plan and aligned with the green skills agenda. The priority now was to make colleagues in the colleges aware of the activity and to highlight champions to lead elements of the Roadmap. Qualifications were available to key members of staff, and they would be put through that early training.</p> <p>Comments made were:</p> <ul style="list-style-type: none"> • how would progress be measured and to whom was the college accountable? <i>Response: this was a voluntary process, but it was built into the strategic plan so it would be monitored by the Governing Body;</i> • ST saw this as an opportunity for upskilling staff within the colleges and the Careers Hub would be happy to support and be part of CPD days; 	



	<ul style="list-style-type: none"> students were very vocal about their concerns for the environment and felt we were not making big enough steps in this area; the question was raised on whether schools were using frameworks like this. <i>Response: AS commented that schools were each doing this in a different way. Adapting the colleges roadmap would give an overarching structure.</i> <p>Updates could be given over the long-term.</p>	When available
4.0	Institute of Technology (IoT) – the story to date and future intentions	
	<p>To carry this item forward to the next meeting, but in NB's absence, CK updated the meeting on the status of the Institute of Technology. Key points made were:</p> <ul style="list-style-type: none"> building work would be complete in a couple of months and the building would be handed over to the college; £5m worth of state-of-the art equipment was due be installed, some of which had been funded by SWLEP; there would be a soft launch in the summertime with a big launch in the autumn; the Programme was already running this year with 150 students on IoT badged courses in HE provision and apprenticeships; engagement with employers continued; there were mentions of IoTs within the Levelling Up White Paper; IoT might gain royal charter status like universities; Robert Buckland was at that moment in the House to take forward next steps for IoTs to gain royal charter status; the IoT was now targeting Year 12/13 students to promote the courses; the IoT was also interested in widening the employer partnership, so employers wanting to find out more were invited to get in touch. This would give opportunities for employers to mould the curriculum. <p>The comment was made that many students leaving Y13 go straight into jobs and not apprenticeships as jobs were readily available in the area. What jobs were they going into? An idea would be to target those employers and their young people to form a journey to higher skills.</p> <p>IH stated that the DfE had launched consultations on high level skills, and this had been addressed through the Skills for Jobs and Levelling Up papers. He suspected that there would be a more modular approach geared towards bite size qualifications which would present an interesting opportunity for providers and students alike.</p>	May 2022



	AP expressed the need for focus groups just for young people to find out what they did want from the next stage and at different ages, otherwise, how would we know.	
5.0	Policy, performance and bidding updates	
5.1	<p>Labour Market Intelligence (LMI) James Tindale from Emsi presented to the meeting on the situation within Swindon and Wiltshire for:</p> <ul style="list-style-type: none"> • the numbers of job postings by sector, occupation and settlement; • apprenticeship postings; • the number of claimants for Universal Credit with an unemployment element across the age groups 16-64 and 16-24; • rates of employment and unemployment; • economic activity and inactivity; and • skills clusters and specific IT skills clusters. <p>The presentation can be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/08-mar-2022/22-03-01-swlep-march-slidedeck-v0-1.pdf?sfvrsn=b89c1008_4</p> <p>Headline summary items:</p> <ul style="list-style-type: none"> • total job postings in the SWLEP area and UK continued to build on the gains made in January 2022, highlighting labour demand remains strong in both areas; • apprenticeship job postings rebounded in the SWLEP area, mirroring the UK trend that began one month beforehand; • job postings volume continues to grow across most sectors in the SWLEP area, albeit – finance and insurance postings volume remains below the level in July 2019; • job postings volume continues to grow across all occupation groups. The rate of growth compared to the UK appears to be lower in the professionals and managers, directors and officials groups; • claimant rates continue to decrease in Swindon, Wiltshire and England. Decreases in rates continue to be higher for the 16-24 age group compared to the 16-64 group; • the unemployment rate amongst the economically active working age population of Swindon and Wiltshire increased in the year to September 2021 compared with the year to June 2021; • the employment rate in Swindon dropped in the year to September 2021, with economic inactivity rising. Wiltshire differed to Swindon, 	



	<p>the employment rate increased, and economic inactivity fell. This difference could indicate the data is now starting to become sensitive to the closure of the Honda plant;</p> <ul style="list-style-type: none"> • general skillsets such as basic customer service and the ability to use Microsoft office have remained the most in-demand over the past 14 months. Compared to these skillsets, teaching appears to have more consistent demand; and • highly in demand information technology skillsets include software development principles, technical support, system design and implementation and SQL databases and programming. <p>Questions raised were:</p> <ul style="list-style-type: none"> • how could the large increase in job postings in arts and recreation be at 500%? What caused this? <i>Response: this was down to the opening of theatres etc after COVID-19. Also, the numbers in the sector were small, so any increase would appear significant.</i> • on the IT skills slide, cyber did not appear. <i>Response: it was simply not in the top 10 of IT skills so did not show here.</i> • there was a drop in job posting for finance and insurance roles. Was this a drop reflected nationally? Or was it just Swindon & Wiltshire? <i>Response: this was just in Swindon. Believe it is the drop in recruitment for such roles at Nationwide.</i> • CK – rise in unemployment or continue fall in claimant count. Is that because of a lag? <i>Response: there is a publication lag in some of the data, so they would not necessarily match.</i> 	
.2	<p>Skills Bill</p> <p>CK updated the meeting on the status of the Skills White Paper. It had received its third and final reading in the House of Commons a couple of weeks ago, but the amendments suggested by the House of Lords had not been accepted which was disappointing. It would now return to the House of Lords and a prolonged period of ‘ping pong’ between the Houses was possible.</p> <p>We await its publication.</p>	
5.3	<p>Digital Bootcamps</p> <p>MT spoke to the meeting. The Institute of Coding (IoC) was submitting a bid for Wave 3 of funding. SWLEP was not making a bid of its own but supporting the IoC. Although SWLEP had supported the IoC in previous bids, there was still no activity in the Swindon & Wiltshire area. We were now looking at venues across Swindon and Wiltshire, such as the Business Cyber Centre and the Institute of Technology, where digital bootcamps could be held. The bootcamps would be a pre-cursor to apprenticeships for those employers who needed cyber skilled staff.</p>	



	<p>The discussions were ongoing regarding the green skills agenda.</p> <p>SWLEP was trying to ensure that this would be delivered locally.</p> <p>Action: update at the next meeting.</p>	May 2022
5.4	<p>Careers Hub</p> <p>ST presented to the meeting on the current performance and activity of the Careers Hub.</p> <p>The presentation can be found by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/08-mar-2022/careers-hub-update-8th-march-2022.pdf?sfvrsn=89e28810_4</p> <p>The chair congratulated the Careers Hub Team for placing 5th nationally.</p> <p>At 3.40pm CK left the meeting, and the Chair was handed over to MT.</p>	
5.5	<p>UK Shared Prosperity Fund – local opportunities</p> <p>MT spoke to the meeting. The link to the UK Shared Prosperity Fund is given below.</p> <p>Error! Hyperlink reference not valid.</p> <p>We were still awaiting details of the launch of the fund, but Local Authorities would be responsible for allocating the monies. There was no bidding process, as funds were allocated by Government and would depend on the deprivation status of the area. The question was asked on what attendees considered the needs were for the Swindon and Wiltshire area. The Levelling Up agenda quoted restoring a sense of community pride and belonging via:</p> <ul style="list-style-type: none"> • communities and place; • local businesses; and • people and skills. <p>As ESIF faded, identify projects and programmes which were at risk by waiting and feedback thoughts in next couple of weeks working across the SWLEP to try and understand the priority and ascertain which programmes so far have had the most impact. SB stated that SBC had ESIF funding for supported employment and there would be a gap if it had to wait for funding when the ESIF monies stopped.</p> <p>IH offered to set up another meeting for partners for this discussion and invited people to pop their names in the chat.</p>	



	NOTE: Mik Belcher of SeetecPlus volunteered.	
6.0	Planning for a themed meeting on Apprenticeships	
	<p>The attendees were asked for ideas for the next meeting which would be themed specifically on Apprenticeships:</p> <ul style="list-style-type: none"> • the Careers Hub was carrying out a survey and starting focus groups geared towards apprenticeships. ST offered to bring the outline planned activity and early findings to the meeting; • a senior manager's perspective on employing apprentices across the Council; • there were skills gaps within care careers, early years, education, and digital. We were pushing apprenticeships in these sectors, but where was the pull? We could then support that drive with the sector bodies; • example of recent apprenticeships' process and engagement with training providers which could sometimes be daunting for an employer; • what barriers were there to being / enticing an older apprentice? • how do we make it attractive to this age group? • from the providers' perspective; • how did T-levels fit into this landscape? • Details of the SWLEP Apprenticeship campaign; and • what barriers were there to Inclusion? 	
7.0	AOB	
	<p>Date of next meeting Thursday, 19 May – 10am to 12noon Via video / teleconference call</p> <p>Future meetings: Thursday, 14 July – 10am to 12noon Wednesday, 14 September – 10am to 12noon Wednesday, 9 November – 10am to 12noon</p> <p>All meetings will take place via video / teleconference call until further notice.</p> <p>MT thanked those present for attending and for their contributions to the discussions.</p>	
	Meeting closed at 3.58pm	

15 July 2022