

Name	Role	Attendance
Chris Van Roon (CVD)	DfE	Apologies
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
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	Apologies
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	
Emily Manser and / or Jenna Hunt	Cities & Local Growth Unit representative	✓✓
Col Gary McDade	MoD and Board Director	✓ - left at 11.55am
Guy Keith-Miller (GK-M) and / or Simon Flenley	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	✓ joined at 11am
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Sally Cook (SC) / Karen Taylor (KT) or Danielle Dougherty (DD)	DWP	✓DD
Mandy Timbrell (MT)	Wiltshire Council, Head of Employment and Skills and SWLEP Skills Lead	Apologies
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Awaiting new name	Siemens	
Rick Kavanagh (RK)	Representative from MoD	

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	✓ - left at 11.32am
Guests		
Laura Alcott (LC) and Amanda Peach (AP)	SWLEP	Apologies ✓
Katie Cross (KC)	Wiltshire Council, representing Mandy Timbrell	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
Annette Perrington (APe)	Swindon Borough Council,	✓ - left at 11.54am
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	
Venue	Via video / telephone conference	
Start time	10am	
Finish time	12 noon	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 10.01am and apologies were noted. The Chair welcome attendees to the meeting.	
2.0	Minutes, matters and Conflicts of Interest	
2.1	The minutes of the meeting held on 14 September 2022 were read and approved.	
2.2	Matters arising:	



	<ul style="list-style-type: none"> Green Skills & Jobs proposal - the spreadsheet would be populated and brought back to the next meeting. <i>Update: the report had been given to Business West as the designated organisation responsible for developing the Local Skills Improvement Plans for Swindon & Wiltshire. It remained to be seen whether it would include the information in its LSIP, but if not, SWLEP would continue the work in this area.</i> <p>Other items were completed or on the agenda.</p> <p>Conflicts of Interest</p> <p>CK had a standing Conflict as the Principal for the Institute of Technology. No further Conflicts were declared.</p>	
3.0	Labour Market Intelligence (LMI)	
	<p>PB presented to the meeting and 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/skills-talent-2022/09-nov-2022/lmi-update.pdf?sfvrsn=2147d2ae_6</p> <p>PB advised the meeting of how LMI data had been produced and presented in the past, firstly with an in-house resource, Dragana Houston, more recently by the Emsi/Burning Glass company. Going forward SWLEP would be using various data sets and was exploring the possibility of linking up with the Economics Department of the University of Bath.</p> <p>Maps presented demonstrated key concentrations of jobs in sectors such as construction, logistics, engineering and electronics, and science industry in Swindon and Wiltshire and their surrounding areas. Demographics would play a significant part in medium and longer-term planning for the labour market. People who chose to be economically inactive was higher nationally than in Swindon & Wiltshire.</p> <p>The fastest growing industries were administration and support industries, transport and storage, and the real estate sector which were all slightly ahead of the number of jobs in 2020. For example:</p> <ul style="list-style-type: none"> Transport and Storage was showing a 7% growth; Real Estate a 19% growth; and Information and Communication had grown by 9% over the two years, with wages of £37,500 being well above the average for Swindon and Wiltshire. <p>However:</p> <ul style="list-style-type: none"> there was a decrease in the accommodation and food sector, which was a low paying sector area and declining; 	



	<ul style="list-style-type: none"> arts, entertainment and recreation, agriculture, wholesale and retail showed a noticeable decline; decrease in human health and social work activity in the number of jobs available, wages much lower at between £14,000 - £22,000. It was a low paid sector and declining; and neither manufacturing, finance nor the insurance industry was showing signs of significant growth, which had usually been the case in the past. <p>Some of the challenges were:</p> <ul style="list-style-type: none"> people did not want to take up roles in certain sectors, for example, agriculture, which had previously been taken by foreign nationals. As a consequence, companies may decide to move outside the county to fulfil the job roles; the lower number of millennials also meant that there was a limited pipeline of talent to take jobs, for example with the construction industry, as older workers reached retirement; Health & social care sectors, and education including teachers and teaching assistants, were fairly static for growth; any sectors dependent on government finance over the next few years would remain static at best because of the decline of the budget and increase in inflation; and this in turn would deter people from joining that sector. <p>How would the LSIP work add value to enable us to work out where our energies should go?</p>	
4.0	Local Skills Improvement Plan (LSIP)	
	<p>MTu presented to the meeting and gave an overview and direction of travel for the project. 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-2022/09-nov-2022/lsip-presentation---general-swindon-and-wiltshire.pdf?sfvrsn=87f26afe_4</p> <p>MTu outlined processes and outcomes of the previous pilot scheme before moving to the current programme. Business West had been allocated three areas:</p> <ul style="list-style-type: none"> Swindon & Wiltshire; West of England Combined Authority; and Gloucestershire. 	

Business West have initially identified Automotive as a unique sector for Swindon and Wiltshire.

Comparative sectors across all three areas were:

- Agriculture, Agritech and Land Management; and
- Health, Social Care & Life Sciences.

Baseline sectors across all three areas were:

- Construction; and
- Advanced Manufacturing & Engineering

Cross cutting themes across all sectors and business in all three areas:

- Digitalisation;
- NetZero and climate change; and
- Core and transferable skills.

(Slide 7 refers.)

The question was raised as to why Automotive had been chosen at the area's unique sector. There was a gap on understanding how the industry was changing since the closure of Honda in Swindon. In response, MTu agreed that this was a small sector in Swindon & Wiltshire, but there was still a significant supply chain and was considered an area to investigate.

The sectors of construction, manufacturing and engineering and health & social care demonstrated high current value and high potential growth. So, FE / HE and employers needed to come together for shaping skills provision in the area and could add more value.

The unique sectors for the other two areas were given as:

- WECA – creative with B2B focus; and
- Gloucestershire – digital industries, media and comms, ICT, cyber and data.

Employer engagement was crucial to the project's success and PT advised that he was booked on the session at Wiltshire College & University Centre's Chippenham campus regarding The Future of Advanced Manufacturing. A potential problem was that British Chambers of Commerce operated under a different model to Germany Chambers and not all British businesses belonged to a Chamber. It was necessary to encourage and ensure that all businesses' views could be included. Business West was reaching out to SMEs to ensure that their voice was heard, as larger organisations had more capability and resource to engage, and it did not want them to adversely affect the outcomes by their influence.

	<p>However, whatever the sectors, Business West did still want to hear from ANY business on their changing skills needs.</p> <p>Business West was aware they it could not cover everything in the first phase of the project which was running until May 2023. It would add additional needs through the stakeholder conversations.</p> <p>The Local Skills Improvement Plan would be a regular feature of Skills & Talent Subgroup meetings going forward. The challenge was that there were large quantities of data, which needed to be pared back. Did focus need to be on already high growth sectors and enlarge them? Or focus on sectors which were not yet high growth but showed signs of potential? And Health & Social Care was not a high growth sector in terms of GVA, but it was essential for the support of the area.</p>	
5.0	Careers Hub update	
	<p>ST presented to the meeting and 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-2022/09-nov-2022/careers-hub-update-9th-november-2022.pdf?sfvrsn=d479a8a5_4</p> <p>There was no performance data available since the last meeting, but ST updated on recent activity in the area, which included:</p> <ul style="list-style-type: none"> • the numbers of attendees at webinars; • Hub Incubation Maths project evaluation; • Hub Incubation Project for home educated young people; • SEND LMI platform; and • promotion of apprenticeships and technical education on buses criss-crossing the county and its immediate environs, for example, Bath; and • there was also a rail campaign with posters in all train stations of the county. <p>This marketing collateral had been designed by Amy Wetherill, one of SWLEP's digital apprentices.</p> <p>IH questioned the apprenticeship promotion in North West Wiltshire. In response ST explained that the Careers Hub piggy-backed onto events and there was none she was aware of. IH would revert.</p>	
6.0	Raspberry Pi programme update	

	<p>AP advised the meeting that progress had been made working with our strategic partners on the Raspberry Pi Programme and we were pulling together the package of support offered. The awards theme for 2023 was Accelerating Energy Transition.</p> <p>Unfortunately, there was a shortage of Raspberry Pis being manufactured. Those that were, were going first to industry. We had identified that we might be able to make use of a Micro:bit as a stepping stone to Raspberry Pis and would organise our own regional award ceremony to celebrate everyone taking part in the challenge. The timeline was being drafted and we were aiming for a launch in January 2023, with an awards ceremony around April. The Micro:bit would give schools another option.</p>	
7.0	Apprenticeship campaign update	
	<p>AP updated the group on the apprenticeship campaign. SWLEP had set a target of starting 50 apprentices with companies which had not previously had an apprentice. There were now ten apprentices on programmes and 21 businesses with apprentice openings at different stages of the process, either talking to training providers or at the recruitment stage. It was hoped that by January more would be in post.</p> <p>The success of the Coffee & Chat sessions, with different employers and providers coming along to each session, meant that SWLEP had decided to continue these into 2023.</p> <p>AP recounted the story of a Year 3 electrician apprentice who had lost his placement. SWLEP had managed to get him started with a new employer and he had picked up his apprenticeship where he had left off. And the new employer now had an apprentice three years into his learning.</p> <p>AP also updated the meeting on the Government's Kickstart programme where SWLEP had been operating as a Gateway organisation.</p> <p>Of the 110 placements managed by SWLEP, 29 young people were offered permanent jobs and six were taken on as apprentices. 35 young people were now in a better position than they were at the beginning of the Kickstart programme.</p> <p>Action: SB to liaise with AP on the processes used for key learnings of the scheme to engage with new employers.</p>	Nov 2022
8.0	AOB	
	<p>Date of next meeting Wednesday, 11 January - at Institute of Technology, Swindon Via video / teleconference call</p>	



	<p>Future dates for 2023:</p> <p>Tuesday, 7 March – online Thursday, 18 May – at Business Cyber Centre, Chippenham Thursday, 13 July – online Wednesday, 13 September – at Wiltshire College & University Centre, Salisbury Wednesday, 8 November- online</p> <p>All meetings will take place via video / teleconference call unless otherwise stated.</p> <p>CK thanked participants for their contributions to the discussions.</p>	
	Meeting closed at 11.57am	

Approved at meeting 11
January 2023