

Name	Role	Attendance
Alison Thorpe (AT)	DfE	
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	left at 12noon
Doug Gale (DG)	SWLEP Board Director, QinetiQ	✓
Iain Hatt (IH)	Wiltshire College & University Centre	Apologies
Col Nev Holmes (NH)	MoD and Board Director	✓ left at 11.45am
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	Apologies
Georgina Keily-Theobald OR Ian Tucker	representing Wiltshire Association of Secondary School Heads (WASSH)	Apologies
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	Apologies
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Anwen Jones (AJ)	SWLEP's BEIS Representative	✓ left at 10.30am
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Karen Taylor (KT)	DWP	
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Rick Kavanagh (RK)	Representative from MoD	✓ left at 11am
Andrew Lord (AL)	Alabaré	

Name	Role	Attendance
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓ left at 12.05pm
Matt Leach (ML)	Beards Construction	
Ash Nandurkar (AN)	Wavin	
Nicola Summerhill (NS)	NHS Salisbury	Apologies
Phil Townsend (PT)	Littelfuse	✓
Guests		
Laura Alcott (LC) and Hugh Williams (HW)	SWLEP	✓✓
Prof Matt Davidson	University of Bath	✓ left 12.15pm
Amanda Peach (AP)	SWLEP	✓
Debby Skellern (DS)	SWLEP	✓ left 11am
Shona Taylor (ST) and Rose Hiron-Grimes (RH-G)	Swindon & Wiltshire Careers Hub	✓✓
James Tindale (JT)	Emsi	✓
Jaime Williamson (JW)	Swindon & Wiltshire Careers Hub	✓ left at 10.30am
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 10.03am and apologies were noted. Particular welcome was extended to those guests who would be presenting later to the meeting.	
2.0	Minutes, matters and Conflicts of Interest	
	<p>The minutes of the meeting held on 11 November 2021 were read and approved.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> To be discussed on the agenda at Item 3.0 for Labour Market Intelligence (LMI) <p>Conflicts of Interest</p>	



	SWLEP had a standing Conflict as an intermediary in the Kickstart Scheme and CK as the Principal for the Institute of Technology. RL declared that FSB was also a Gateway organisation for the Kickstart scheme. No further Conflicts were declared.	
3.0	Labour Market Intelligence (LMI)	
	<p>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; • extend of the Coronavirus Job Retention Scheme and the Self-employment Income Support Scheme; • the local furlough situation; and • redundancies. <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-2022/12-jan-2022/22-01-04-swlep-january-slidedeck-v0-2.pdf?sfvrsn=33844e3d_6</p> <p>Headline summary items:</p> <ul style="list-style-type: none"> • total and apprenticeship job posting volumes decreased in the SWLEP area and UK between November and December 2021. This could be driven by a number of factors (for example, a general Christmas slowdown or Omicron); • total posting volumes in December 2021 remained above December 2019 in the SWLEP area and UK, suggesting labour demand is stronger compared to the last December before the pandemic struck; • caring, leisure and other service job posting volumes remained more robust compared to other occupations in the SWLEP area and UK; • claimant rates for the 16-64 and 16-24 age groups continue to decrease in the SWLEP area and England. The claimant rate for the two age groups is now the same in England; • furloughs peaked during May 2020, with the number of jobs furloughed increasing before lockdowns two and three. This indicates employers were proactive in furloughing staff, learning from the experience of the first lockdown; 	

	<ul style="list-style-type: none"> • furloughs in the SWLEP area peaked at 82,600 in May 2020. Less jobs were furloughed during subsequent lockdowns, following the broader national trend. Take-up of the scheme locally was lower compared to the UK, indicating employers may have been slightly less reliant on the scheme; • self-employment grants claims peaked during the first lockdown in the SWLEP area. Take-up of the scheme was lower in Wiltshire compared to Swindon, indicating self-employed residents within the authority may have been less reliant on the scheme to remain in business; and • redundancies in the SWLEP area continued to decrease between March and November 2021, excluding a spike in redundancies in June 2021. The spike occurred in the manufacturing sector, which was been disproportionally impacted compared to England within the time period <p>The issue of falling numbers of job postings and apprenticeships starts generated much discussion, including the potential impact of Covid, social distancing, working-from-home and the contributions of employers to furlough costs. The regularity of the LMI summaries enabled us to look for possible emerging trends and compare our performance with that of other areas and nationally.</p>	
4.0	Business perspective on skills for the green economy	
	<p>PT presented to the meeting outlining the needs of a local business regarding skills for the green economy. 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-2022/12-jan-2022/sustainability-presentation-littelfuse.pdf?sfvrsn=7218112a_6</p> <p>Charging infrastructure was a large and expanding part of Littelfuse's business, with wind turbines and solar panels specialisms for the company in the UK. Although STEM skills were really important to the company, behaviours were stressed rather than specific engineering type skills.</p> <p>Littelfuse's experience was that although careers education had improved in its ability to improve young people's knowledge of the world of work, the position was still patchy and not yet systematic.</p> <p>PT advised that the company was struggling to recruit staff with the appropriate level of skills and that there was a shortage of STEM skills in general.</p>	

	A website for STEM Returners was highlighted. https://www.stemreturners.com/	
5.0	Summary of available national research of potential Green skills jobs	
	<p>PB presented to the meeting on research available nationally on the potential for Green skills jobs using data from the Local Government Association report and other data from the United Nations Environment Programme and the World Economic Forum. 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-2022/12-jan-2022/green-skills-and-jobs-paddy-bradley.pdf?sfvrsn=2a9469e4_4</p> <p>The presentation detailed the estimated number and types of green jobs in Swindon by 2030 and then by 2050 and provided the same breakdown for Wiltshire.</p> <p>The identified sectors which it was forecast green jobs would grow were:</p> <ul style="list-style-type: none"> • low carbon electricity; • low carbon heat; • alternative fuels; • energy efficiency; • low carbon services; and • low emission vehicles and infrastructure, <p>The advantage of robust estimations was that training providers can begin early to match their courses on offer to the requirements of the changing job market. There was not a strong tradition of such strategic planning at a national level in this country. There was an opportunity for locally-led co-ordinated planning to begin to place Swindon and Wiltshire ahead of the game.</p>	
6.0	iCAST skills and jobs	
	<p>Prof MD presented to the meeting on the work of iCAST and its role in sustainability. 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-2022/12-jan-2022/icast-green-skills.pdf?sfvrsn=92a8cdb2_4</p>	

	<p>iCAST was about system engineering in sustainability and the circular economy and translating that research and development into industry employing up to 70 PhD students. iCAST would be a well-funded innovation hub at Swindon's Carriageworks bringing together industry and academia. Owing to Swindon's ideal pivotal location, this represented a significant strategic opportunity for the area.</p> <p>MD advised that they were experiencing the same recruitment issues as PT. AP advised of access to STEM Returners (see Item 4.0) and the talent pool of military leavers right on the doorstep with appropriate skills. MD's question was what would be needed to train them at the point.</p> <p>Action: MD and AP to hold conversation offline.</p> <p>University-led research stimulated the local economy by raising the level of higher skilled jobs. If we were to take the longer-term view, current students in Years 6 and 7 would not be coming into the world of work until 2029. We needed to start building a pipeline of potential green skilled employees now by becoming systematic in schools about the world of work. The Careers Hub would be the vehicle for this. For example, the Maths project currently underway to monitor and encourage girls in Year 7 to engage more deeply with the subject.</p>	Jan 2022
7.0	The Careers Hub and schools: building knowledge and understanding of jobs in the green economy	
	<p>ST and RH-G presented to the meeting on the activity it was carrying out to increase schools', students' and parents' knowledge of jobs in the green economy. 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-2022/12-jan-2022/careers-hub-and-green-jobs-12-01-22.pdf?sfvrsn=e01357ed_4</p> <p>RH-G demonstrated Padlet which acted like a notice board. Access to that could be found below.</p> <p>https://padlet.com/rosehiron/GreenJobs</p>	
8.0	Greening existing jobs and upskilling staff	
	<p>LA and HW presented to the meeting on how existing jobs could be made greener, the skills required and the courses available. 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-2022/12-jan-2022/reskilling-and-upskilling-presentation.pdf?sfvrsn=70c82428_4</p> <p>Prof MD indicated that the University of Bath was developing a new Masters course called Zero Carbon Futures.</p> <p>Action: HW and LA to contact Prof MD to discuss opportunities arising from the creation of the masters course.</p>	February 2022
9.0	The local authority perspective on their need for green skilled staff and engagement with businesses	
	<p>Wiltshire Council</p> <p>ER presented to the meeting on Wiltshire Council's perspective on its need for staff skilled for the green economy. Its areas of focus were:</p> <ul style="list-style-type: none"> • retrofit of Council houses; • planning – influencing affordable home design; • zero carbon new build council houses; • decarbonising fleet; • renewable energy; and • leisure and libraries – champions. <p>New roles and skills were being developed to plan for future requirements, for example:</p> <ul style="list-style-type: none"> • installation of EV chargers; • zero carbon new build homes, design and construction; and • carbon accountants and footprinting; <p>and</p> <ul style="list-style-type: none"> • carbon literacy – staff training; • green procurement skills; • carbon and energy managers; • data management ; • funding bids; and • managing changing roles and expectations. <p>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-2022/12-jan-2022/wiltshire-council-need-for-green-skilled-staff-12-jan-2022.pdf?sfvrsn=c4179f3d_4</p>	

	<p>The consultation for Wiltshire Council's Climate Strategy was now complete and would be submitted to Council in February. The link to Wiltshire Council's Climate Strategy can be accessed below.</p> <p>https://www.wiltshire.gov.uk/green-economy-climate-change</p> <p>Swindon Borough Council (SBC)</p> <p>RF presented to the meeting from Swindon Borough Council's perspective and was looking to increase its team in line with its Net Zero Action Plan initiatives to include:</p> <ul style="list-style-type: none"> • a Climate Change Manager; • an Energy and Sustainability Manager; and • an Active Travel Officer. <p>These new and developing jobs would lead to bigger "green" teams in both Councils.</p> <p>SBC's areas of focus were:</p> <ul style="list-style-type: none"> • replacement to LED lighting; • retrofitting housing stock; and • collaboration with Wiltshire Council for purchase of solar power. <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-2022/12-jan-2022/sbc-green-skills-presentation.pdf?sfvrsn=80da0505_4</p> <p>Both Councils were keen to engage with the local business community to reach their goals.</p>	
10.0	Plan for Growth update	
	<p>PB spoke to the meeting and updated attendees on the evolving Plan for Growth and how each of the Subgroups would be expected to contribute.</p> <p>The Government focus was on skills to increase national productivity and companies' resilience to economic disruptions.</p> <p>The role of the Skills & Talent Subgroup would be to understand the skills demand, and sometimes to stimulate that demand. The role of other stakeholders would be to match that supply and demand.</p>	
11.0	Summary of points and follow-up actions	



	<p>The Chair thanked the presenters on the high-quality, rich content of the presentations; they demonstrated the breadth of activity and focus for consideration. Increasing the take up of STEM subjects was important, not just for young people at the start of their careers, but also for the upskilling of the current workforce.</p> <p>This type of approach was outlined in SWLEP's Skills Plan which was due for publication shortly. Previously SWLEP's work within the skills environment had been funded by DfE. SWLEP was uncertain where funds would come from in the future, but in the meantime, it was focussed on the following:</p> <ul style="list-style-type: none"> • the launch of a campaign aimed at increasing the number of employers taking on apprentices; • Careers Hub activity; and • on-going Labour Market Intelligence (LMI) to provide the evidence base. <p>The current Skills Plan would be published for DfE, but thereafter, we could then move to focus on green skills. A draft report on the discussions of this meeting would be brought to the next Skills & Talent meeting on 8 March, with the aim to have a list of agreed activity by April.</p> <p>Action: PB to draft report on the meeting discussions for further consideration.</p>	8 March 2022
12.0	AOB	
	<p>Date of next meeting Tuesday, 8 March – 2pm to 4pm Via video / teleconference call</p> <p>Future meetings: Thursday, 19 May – 10am to 12noon 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>CK thanked those present for attending and for their contributions to the debate.</p>	
	Meeting closed at 12.28pm	

Signed by Carole Kitching: 11/03/22