



Name	Role	Attendance
Chris Van Roon (CVD)	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	Apologies
Doug Gale (DG)	SWLEP Board Director, QinetiQ	✓
Iain Hatt (IH)	Wiltshire College & University Centre	Apologies
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)	✓ (RB)
Emily Manser and / or Jenna Hunt	Cities & Local Growth Unit representative	Apologies
Col Gary McDade	MoD and Board Director	✓
Guy Keith-Miller (GK-M) and / or Simon Flenley	representing HEI Pathways & Provisions Group	✓ (GK-M)
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	✓
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
<b>Employers</b>		
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	Apologies
<b>Guests</b>		
Laura Alcott (LC) and Amanda Peach (AP)	SWLEP	✓✓
Mik Belcher (MB) and Cheryl Cole (CC)	Seetec Plus	✓✓
Katie Cross (KC)	Wiltshire Council, representing Mandy Timbrell	✓
Dr Sarah Green	NHS Bath, Swindon & Wiltshire Academy	✓
Lauren Homes (LH) and Lizzie Lyons (LL)	Business West - LSIP Designated Employer Representative Body	✓
Morag Sullivan (MS)	Swindon Borough Council, representing Sally Burnett	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
<b>Chair:</b>	Carole Kitching (CK)	
<b>Minutes:</b>	Deborah House (DKH)	
<b>Venue</b>	Via video / telephone conference	
<b>Start time</b>	10am	
<b>Finish time</b>	12 noon	

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and introductions</b>	
	<p>The meeting opened at 10.02am and apologies were noted.</p> <p>The Chair welcome attendees to the meeting and would like to mark the passing of Her Majesty Queen Elizabeth II and extended condolences to the Royal Family. Welcome was extended to guest presenters.</p>	



<b>2.0</b>	<b>Minutes, matters and Conflicts of Interest</b>	
<b>2.1</b>	The minutes of the meeting held on 14 July 2022 were read and approved.	
<b>2.2</b>	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>LA to contact Rachid to obtain information regarding numbers of participants and outcomes from Digital Bootcamps. <i>Update: Information was received too late for the Subgroup meeting but has been included in Appendix One attached.</i></li> </ul> <p>Other items were completed or on the agenda.</p> <p><b>Conflicts of Interest</b></p> <p>CK had a standing Conflict as the Principal for the Institute of Technology. No further Conflicts were declared.</p>	
<b>3.0</b>	<b>NHS Bath, Swindon &amp; Wiltshire Academy</b>	
	<p>Dr Sarah Green presented to the group on the work of the NHS Bath, Swindon &amp; Wiltshire Academy within the integrated care system. The four purposes of Integrated Care Systems were:</p> <ul style="list-style-type: none"> <li>to improve outcomes in population health and healthcare;</li> <li>tackle inequalities in outcomes, experience and access;</li> <li>enhance productivity and value for money; and</li> <li>help the NHS support broader social and economic development.</li> </ul> <p>The presentation can be found by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-and-talent-2022-(sep).pdf?sfvrsn=7fb87817_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-and-talent-2022-(sep).pdf?sfvrsn=7fb87817_4</a></p> <p>The aim of the BSW Academy was to ascertain the training needs within this integrated care system, taking into account the ageing population, other public health initiatives in the area and what the future workforce would look like. There were inequalities in access to training depending on where staff was in the workforce and the Academy was trying to level this.</p> <p>The Academy covered a broad geography and had a broad functionality and was working with the support of all its partners, using collective resources to achieve the common aim of a well-trained workforce and building a strong pipeline of people ready to take on roles.</p> <p>PB advised that even if the health and care sector did not feature amongst future LSIP priorities, there would be other ongoing skills work. For</p>	



	<p>example, SWLEP had been working on workplace health with Swindon Borough Council and Wiltshire Council.</p> <p>There was a lot of synergy of the workstreams which needed to be joined up as this would reduce duplication. BSW Academy and SWLEP were looking forward to ongoing dialogue and collaborative working.</p>	
<b>4.0</b>	<b>Green Skills and Jobs – proposal from Task &amp; Finish Group</b>	
	<p>PB spoke to the meeting. There had been good wide-ranging discussions around this issue across several meetings, with an initial themed meeting in February, and a lot of work had been carried out on what potential was available with analysis, different surveys, engagement with different employers, input from both Councils and universities around the area. It was anticipated that every job in the future would be influenced by the green economy in some way. It would make a massive impact on the employment environment. This proposal would give SWLEP more focus on what we could do and in which sectors.</p> <p>The presentation can be accessed by following the link below:</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-and-talent-140922.pdf?sfvrsn=241488a3_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-and-talent-140922.pdf?sfvrsn=241488a3_4</a></p> <p>The Local Skills Improvement Plan would start its work in 2023, but SWLEP would be commencing this work before then. One outcome would be that we would have a partnership owned repository of live evidence. The second outcome would be a demonstrable approach to taking a live issue and trialling in a few areas, but applicable and transferable to other areas. This method would embed the approach of demand leading provision.</p> <p>The question was raised on how progress would be measured and rated; possibly using the RAG system to illustrate, and also what success would look like now and in five years' time. Part of the process would be to revert back to employers and ask them if their expectations were being met and to ask the trainees if the training had prepared them for their job.</p> <p>It was critical to get the main body of work underway and to set up the systems and processes. If the approach worked, then other ad hoc things could be looked at later.</p> <p><b>Action: the spreadsheet would be populated and brought back to the next meeting.</b></p>	<b>Nov 2022</b>
<b>5.0</b>	<b>Apprenticeships campaign update</b>	



<b>5.1 and 5.2</b>	<p><b>Progress towards the target of 50 companies taking on apprentices for the first time and summary of the activities we are undertaking to achieve the target</b></p> <p>LA presented to the meeting. The presentation can be found by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/apprenticeship-campaign-update-sept-2022-(1).pdf?sfvrsn=26846774_6">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/apprenticeship-campaign-update-sept-2022-(1).pdf?sfvrsn=26846774_6</a></p> <p>The link below details the “coffee and chat” sessions scheduled as information sessions for such businesses.</p> <p><a href="https://growthhub.swlep.co.uk/events">https://growthhub.swlep.co.uk/events</a></p> <p>Getting information about apprenticeships into the schools is crucial as this pathway was less well-served at the moment. DG advised the meeting of The 5% Club of which QinetiQ was a member. The Club was a movement of employers working to create a shared prosperity across the UK by campaigning for greater skills training, through ‘earn and learn’ job opportunities. Members aimed to achieve 5% of their workforce in 'earn and learn' positions within five years of joining the club.</p> <p>We should be signposting people to Growth Hub Skills Advisors and build on the good work they were doing.</p> <p>LL advised that Business West had also been a Kickstart Gateway organisation and offered to send the coffee and chat details to the businesses they were involved with.</p> <p>This campaign was to test the methodology, and if successful, the work could be extended from the 50 apprenticeships to more.</p>	
<b>5.3</b>	<p><b>Action: Dr Sarah Green to link with LA to highlight careers pathways for businesses in the care sector.</b></p> <p><b>Careers Hub apprenticeship project findings</b></p> <p>ST presented to the meeting on the project which was to understand what the current barriers were for young people when considering/taking up an apprenticeship, and a business to offering apprenticeships or filling their apprenticeship vacancies. The presentation can be accessed via the link below:</p>	<b>Sept 2022</b>



5.4	<p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-apprenticeships-ppt.pdf?sfvrsn=f2c582e1_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/skills-apprenticeships-ppt.pdf?sfvrsn=f2c582e1_4</a></p> <p>One of the ideas to raise awareness of apprenticeships was a SWLEP-wide promotional campaign using public transport networks and to pilot a transport bursary project to support financially excluded young people to be able to accept and sustain an apprenticeship offering up to 80% off bus or rail transport for an agreed period. A comment for this offer was that although this was a good idea in theory, in practice, buses in the south of the county were at best unreliable.</p> <p><b>Any other relevant update</b></p> <p>ST advised of the development of Your Platform where the aim was for employers to load their vacancies for work experience that students could then access. Appropriate events could also be loaded here.</p>	
6.0	<p><b>Local Skills Improvement Plan (LSIP) 2023 – update from the employer representative body designated by the DfE to lead the LSIP work for our area.</b></p>	
	<p>Lauren Holmes and Lizzie Lyons from Business West presented to the meeting outlining the processes involved in the West of England Trailblazer and the process of engagement to be deployed in the latest Local Skills Improvement Plans. The presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/sap-presentation---september-2022--v1.pdf?sfvrsn=546a4d78_4">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2022/14-sep-2022/sap-presentation---september-2022--v1.pdf?sfvrsn=546a4d78_4</a></p> <p>Business West had been successful with its bid for LSIPs for Swindon &amp; Wiltshire, Gfirst as well as the Trailblazer area of West of England. It was a large area to cover and was recruiting more staff into its team. It was looking for more engagement with employers and requested being invited to any events at which they could present, although it was also establishing focus groups itself to invite employers.</p> <p>Business West would be holding a meeting with DfE every six weeks to update on progress.</p> <p>There was discussion on the focus of the collaboration and partnership working the levels of engagement and the sectors to be investigated.</p> <p><b>Action: LSIP updates to be included as part of this Subgroup meeting going forward.</b></p>	<p><b>As appropriate</b></p>





<b>7.0</b>		
<b>7.1</b>	<p><b>Raspberry Pi project update</b></p> <p>LA spoke to the meeting briefly on the content of the paper about the competition supported by PA Consulting. SWLEP was building a bank of resources with stakeholders to issue to schools in Swindon and Wiltshire to increase the take up, particularly of state schools, with the aim of one of them eventually reaching the finals. The link to the competition is given below.</p> <p><a href="https://www.paconsulting.com/events/raspberry-pi-competition-uk/">https://www.paconsulting.com/events/raspberry-pi-competition-uk/</a></p> <p>The theme of the competition would be announced after Christmas to keep it topical.</p>	
<b>7.2</b>	<p><b>Action: LA to update the group on progress.</b></p> <p><b>Careers Hub update</b></p> <p>ST spoke briefly to the paper and commented that overall, she was pleased with the Hub performance. However, she added that there was always room for improvement. The Hub was focusing on removing the postcode lottery for students in schools and colleges to provide the same base level careers advice to young people and was working with schools and college to make sure that happened.</p> <p>PB added that the Swindon and Wiltshire Careers Hub operated in a very engaging way, finding different ways to get the same message across. It was a great pleasure for him to chair that Steering Group.</p>	<b>As appropriate</b>
<b>8.0</b>	<b>AOB</b>	
	<p><b>Date of next meeting</b> Wednesday, 9 November – 10am to 12noon Via video / teleconference call</p> <p><b>Future dates for 2023:</b></p> <p>Wednesday, 11 January - at Institute of Technology, Swindon Tuesday, 7 March – online Thursday, 18 May – at Business Cyber Centre, Chippenham Thursday, 13 July – online Wednesday, 13 September – at Wiltshire College &amp; University Centre, Salisbury Wednesday, 8 November- online</p>	



	All meetings will take place via video / teleconference call until further notice.	
	CK thanked participants for their contributions to the discussions.	
	<b>Meeting closed at 11.50am</b>	

Approved: Carole Kitching

Signed: 10 November 2022

Draft



## **Appendix One**

### **Action Point from Skills & Talent Subgroup Meeting of 11 July 2022 with Matter Arising from Skills & Talent Subgroup Meeting of 14 September 2022**

#### **Please find below message from Rachid Hourizi, Institute of Coding (IoC) on the outcomes of the Skills Bootcamps**

The last firm figures that we have for Skills Bootcamp provision come from the 20/21 government funding year, when we know that Department for Education (DfE) funded £19 million of local provision (available within a single one of the DfE's nine English regions) and a further £19 million nationally.

Pro-rata, the £19 million of local funding equates to an estimated £2.1 million in the South-West region. We believe that this funding was used to fund approximately 800 Skills bootcamp learners in the region, with the three largest providers being ourselves (the Institute of Coding), the Institute of Technology (IoT) led by Weston College and a group of smaller providers, managed by the Heart of the South West Local Enterprise Partnership.

Local universities (as part of the IoC consortium) taught 330 learners in the 20/21 government year with Bath Spa responsible for 170, Gloucestershire 110 and UWE (as part of our consortium) 50. UWE did, however, teach additional learners as part of the IoT bid in the same funding round.

Of the learners completing IoC Skills Bootcamp provision, 44% have already reported positive employment outcomes. We believe these numbers understate the reality of the situation with approximately 20% not returning requests for reports and two months remaining to providers working for additional outcomes and evidence. The target for this round is an achievable 55% employment rate programme-wide.

For 22/23, the DfE tell us that it has increased funding by 50% (which would equate to a regional pot of £3 million and approximately). It plans to raise funding by a further 50% in 23/24. The distribution of that funding is uncertain, given the DfE move to funding regional bootcamps via local authorities in 22/23 rather than through an open tender process.