



Name	Role	Attendance
Chris Van Roon (CVR)	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) – represented by Jo Grenfell	Wiltshire College & University Centre	Apologies ✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	Apologies
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	
Emily Manser and / or Jenna Hunt – arrived 1010	Cities & Local Growth Unit representative	✓✓
Col Gary McDade	MoD and Board Director	Apologies
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	Apologies
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Sally Cook (SC) / Karen Taylor (KT) or Danielle Dougherty (DD)	DWP	
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	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
José StClair	SWLEP Director	✓
Laura Arlott (LA) and Amanda Peach (AP)	SWLEP	Apologies ✓
Matt Tudge (MTu) – represented by Dee Temple-Molton who left the meeting at 11.05am.	Business West - LSIP Designated Employer Representative Body	Apologies ✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	
Venue	Institute of Technology, New College, Swindon	
Start time	10am	
Finish time	12 noon	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 10.04am and apologies were noted. The Chair welcomed attendees to the meeting with particular welcome extended to guests representing those members who were unable to attend on this occasion. Congratulations were extended to PB on the announcement of his MBE in the New Year's Honours List.	
2.0	Minutes, matters and Conflicts of Interest	
2.1	The minutes of the meeting held on 9 November 2022 were read and approved.	
2.2	Matters arising: The Matter Arising was completed.	



	<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. Using the Lightcast database, the Economics Department of the University of Bath was producing Labour Market Intelligence for the Swindon & Wiltshire area under contract to the SWLEP. As well as the data available from the Office of National Statistics (ONS), there was also real live data on job vacancies. The LMI looked at historical trends, the number of job postings, the length a job posting was live because it was not being filled and was able to track this type of information across all sectors of the economy. This gave a good indication of sectors on the increase and those in decline and also put the Swindon and Wiltshire area within the national context.</p> <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-2023/11-jan-2023/swlep-labour-market_v4.pdf?sfvrsn=e0a5e394_4</p> <p>There was discussion about the deeper impact of the COVID pandemic on young people, particularly on early years. Now with the cost-of-living crisis and its impact on families, we would be seeing the knock-on effect for years to come with people's confidence and social skills etc.</p>	
4.0	Local Skills Improvement Plan (LSIPs)	
4.1	<p>Unfortunately, MTu was unable to attend the meeting to update on the progress of the programme in person, but DTM attended as Business West's representative and an update paper was read. (The paper is attached to these minutes.) There was a call to action for more businesses to become involved and attend the events. There was now a team of staff within Business West working on the LSIPs, so they would be able to conduct 1:1 conversations if necessary.</p> <p>A quote from an employer on what they had gained from the process would be a good sell to entice others to contribute.</p> <p>The Subgroup requested more active engagement from Business West and not purely updates. It was a message that DTM would take back.</p>	
4.2	Creation of Local Steering Group	



	<p>The Subgroup was frustrated with the process and the level of collaboration. The same frustration was also felt in another area working through the LSIP process with Business West. It was feared that the report produced would not be representative of all views and would still lack direction on responsibility for action.</p> <p>CK spoke to the meeting about establishing a Local Steering Group for the LSIPs which would inform Business West and maintain an overview from a stakeholder perspective. Participants would include colleges and other providers, SWLEP, the Careers Hub and Local Authority representatives. The initiative was well-received by the meeting.</p> <p>Action: CK and DKH to co-ordinate.</p>	Jan 2023
5.0	Careers Hub update	
	<p>ST presented to the meeting on the good progress and current activity of the Careers Hub. 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-2023/11-jan-2023/careers-hub-update-january-2023.pdf?sfvrsn=53c88c5a_4</p> <p>A series of events had been planned to promote careers and the Hub was now in the process of organising its Careers Conference to be held in June. A theme, venue and definitive date were still being discussed. ST also updated the meeting on its latest Hub Incubation Project: the Electively Home Educated.</p> <p>The Careers Hub was working on a range of videos to be used in Swindon and Wiltshire. There was one available from CEC which had been sent to head teachers, but one would be produced specifically for our area.</p>	
6.0	SWLEP Apprenticeship Campaign and Computer Coding Challenge 2023	
	<p>Apprenticeship Campaign</p> <p>AP spoke to the meeting and updated attendees on the status of SWLEP's Apprenticeship Campaign:</p> <ul style="list-style-type: none"> • there were now 13 apprentices on the programme with another 27 in the pipeline; and • the Coffee & Chat sessions would continue for 2023 with the first being scheduled for 26 January. <p>Computer Coding Challenge</p>	



	<p>SWLEP had established a group to co-ordinate the Challenge project. The group would include both LAs, some businesses and public sector computer science organisations. At present, six schools had expressed an interest in the project and a further promotion about the activity would be sent out later in the month to push for more registrants. A package of information to those expressing an interest would be issued soon with a launch in April.</p> <p>The SWLEP was working in partnership with ENTHUSE to offer participating schools support over two years. Micro:bits could be a starting point, which SWLEP would help to supply, or schools could still start with the Raspberry Pi.</p> <p>AP then advised the meeting that she was due to leave SWLEP in February and thanked the meeting for the opportunity to participate in the group. In turn, the Chair thanked AP for her contribution to past meetings and wished her well in her future endeavours.</p>	
7.0	Update on the Institute of Technology (IoT)	
	<p>DM, Managing Director of the Institute of Technology (IoT), presented to the meeting and outlined its progress. Owing to time constraints, the courses available were not mentioned, but the full 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-2023/11-jan-2023/iot-swlep-11-01-23.pdf?sfvrsn=b7b48a9d_4</p> <p>DM would be attending the National IoT Conference taking place on 1 February 2023 and there were several issues he would be bringing up at a national level. For example, many, if not all, of the IoTs had purchased equipment from Festo Automation. Why was this not purchased under a bulk deal for preferential pricing?</p> <p>The IoT was working with the employer group to maintain technology within the facility as cutting-edge and current. GK-M advised that he was on the Board of the West of England IoT and that there had just been an announcement of a second round of funding for the replacement of capital equipment. He added that there had been a strong start with employers initially, but it was difficult to maintain engagement. Businesses which were interested in joining with the IoT should contact Danielle Foye of the Participation Team. Danielle.foye@newcollege.ac.uk</p> <p>Action: GK-M and DM to speak offline.</p>	Jan 2023
8.0	AOB	



	<p>Date of next meeting Tuesday, 7 March – online Via video / teleconference call</p> <p>Future dates for 2023:</p> <p>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 until further notice.</p> <p>CK thanked participants for their contributions to the discussions.</p>	
	Meeting closed at 12.01pm and those that wished were given a comprehensive tour of the facilities.	

Paddy Bradley

7 March 2023