



<b>Name</b>	<b>Role</b>	<b>Attendance</b>
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	Apologies
Sally Cook (SC) / Karen Taylor (KT)	DWP	Apologies (SC) / ✓ (KT)
Katie Cross (KC)	Wiltshire Council	✓
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)	✓ (RB) / Apologies (IT)
Emily Manser	Cities & Local Growth Unit representative	Apologies
Col Gary McDade	MoD and Board Director	Apologies
Guy Keith-Miller (GK-M) and / or Simon Flenley	representing HEI Pathways & Provisions Group	Apologies
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
Chris Van Roon (CVR)	DfE	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)	✓
Matt Leach (ML)	Beards Construction	
Awaiting new name	Wavin	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
<b>Guests</b>		
Laura Arlott (LA), SWLEP Skills Lead	SWLEP Ltd	✓
Debby Skellern (DS), SWLEP		✓
Tim Burghes (TB)	SWLEP Ltd	✓
Darryn Hedges (DH)	Green Labyrinth	✓
Rachel Loxston (RLo) – representing Sally Burnett	Swindon Borough Council	✓
Darran Marks (DM)	Institute of Technology	✓
Chris Stevens	SWLEP Ltd	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Alison Thorpe (AT), representing Chris Van Roon	DfE	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
<b>Chair:</b>	Carole Kitching (CK)	
<b>Minutes:</b>	Paddy Bradley (PB)	
<b>Venue</b>	Online	
<b>Start time</b>	10am	
<b>Finish time</b>	12 noon	

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and introductions</b>	
	The meeting opened at 10am, apologies were noted, and introductions made.  CK welcomed attendees to the meeting.	
<b>2.0</b>	<b>Minutes, matters and Conflicts of Interest</b>	
<b>2.1</b>	The minutes of the meeting held on 18 May 2023 were read and approved.  <b>Matters arising:</b>	



<p><b>2.2</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Sally Cook and Matt Tudge to discuss offline on how feedback was sought from the hardest to reach groups. <i>Update: KT to pick up link with LSIP through MTu.</i></li> <li>• <b>Action:</b> Sally Cook of DWP requested if Multiply resources could be shared with the Job Centre to enable staff to broker the introduction of the programme to clients. She would make the introduction to the staff member responsible. <i>Update: Multiply resource information had been shared.</i></li> </ul> <p>Other Matters Arising were completed or on agenda.</p> <p><b>Conflicts of Interest</b></p> <p>No Conflicts of Interest were declared.</p>	
<p><b>3.0</b></p>	<p><b>Local Skills Improvement Plan (LSIP)</b></p>	
	<p>MTu provided a summary of the current position and emphasised Business West owned the research, but the report focus was owned by the area.</p> <p>Key points given below:</p> <ul style="list-style-type: none"> <li>• report was with Ministers and still awaiting sign-off;</li> <li>• Business West would be a resource to continue to develop a granular analysis of business demand and also to support business engagement;</li> <li>• all Employer Representative Bodies were required to support businesses to engage with LSIP priorities;</li> <li>• both colleges in Swindon and Wiltshire had collaborated to produce an application, led by Wiltshire College &amp; University Centre to the Local Skills Improvement Fund (LSIF), which was government funding designed to support the implementation of the LSIP;</li> <li>• both colleges had also recently completed Accountability Statements, now that they had been re-classified as part of the public sector. The Statements were designed to ensure ongoing alignment with the LSIP, but were broader than just the LSIP priorities; and</li> <li>• there was a Launch Event for the LSIP on 18 July at the Swindon and Wiltshire Institute of Technology (IoT), which would cover general principles about the LSIP until ministerial sign-off was received.</li> </ul>	
<p><b>4.0</b></p>	<p><b>Financial Health and Growth Potential of businesses in Swindon and Wiltshire</b></p>	
	<ul style="list-style-type: none"> <li>• PB presented a range of data showing the financial health of businesses registered and trading in Swindon and Wiltshire using information from the Red Flag Alert database. These data showed businesses with strong financial resilience and so were good</li> </ul>	



	<p>prospects for investment, and those with an increasing range of problems which, if they continued, were likely to lead to insolvency.</p> <ul style="list-style-type: none"> <li>• This information was available for Swindon and Wiltshire separately. The SWLEP was also linking these data to further analysis that showed the potential for high growth (20% increase in annual turnover). The analysis could be tailored to provide a picture of the larger urban settlements in Wiltshire. An example was given of the data applied to Salisbury.</li> <li>• Further information can be found by following the link below.</li> </ul> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/financial-health-and-growth-potential-june-2023.pdf?sfvrsn=26970d67_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/financial-health-and-growth-potential-june-2023.pdf?sfvrsn=26970d67_3</a></p>	
<b>5.0</b>	<b>Careers Hub update</b>	
	<p>ST presented and the slides 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-2023/13-jul-2023/swindon---wiltshire--careers-hub-update-13th-july-2023.pdf?sfvrsn=ef0127a8_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/swindon---wiltshire--careers-hub-update-13th-july-2023.pdf?sfvrsn=ef0127a8_3</a></p> <p>Key points given:</p> <ul style="list-style-type: none"> <li>• the Careers Hub was performing very well and exceeding national averages in the great majority of indicators;</li> <li>• there was an extensive range of events organised by the Hub which were well attended;</li> <li>• the Careers Hub team was planning to deliver five events across the area on the theme of apprenticeships. These were branded “Apprentifest” and partners organising similar events were encouraged to do so under the Apprentifest brand;</li> <li>• the Your Placement platform was now developed to a solid and reliable state. It had great potential and work was underway to expand its use;</li> <li>• the key priorities for the Careers Hub’s business plan in the next academic year included: <ul style="list-style-type: none"> <li>○ supporting schools to improve encounters with business, including bringing more information about business practices into schools;</li> <li>○ ensuring home-educated learners had equal access to careers education through a service devised by the users and their parents; and,</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>○ increasing employment opportunities for young people with special educational needs and disabilities.</li> </ul>	
<b>6.0</b>	<b>The work of Green Labyrinth</b>	
	<p>The presentation by DH can be access by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/gl---sw-lep---skills-and-talent-sub-group.pdf?sfvrsn=c019ff75_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/gl---sw-lep---skills-and-talent-sub-group.pdf?sfvrsn=c019ff75_3</a></p> <p>Key points given:</p> <ul style="list-style-type: none"> <li>• DH outlined the changes in the focus of the Green Labyrinth company, leading to signs of improved performance, following a critical Ofsted inspection;</li> <li>• the Study Programme for 16-19 learners was ambitious and well-resourced, reflecting the need for a highly supportive environment for the young people with whom Green Labyrinth worked. Green Labyrinth's niche in the market covered the challenged and challenging young learners of Swindon and north Wiltshire;</li> <li>• the company was starting afresh with its apprenticeship provision;</li> <li>• the presentation was well received with members keen for Green Labyrinth to re-establish itself as a reliable and successful training provider; and</li> <li>• thanks were given to MP for bringing the revitalised Green Labyrinth to the attention of the Skills &amp; Talent Subgroup.</li> </ul>	
<b>7.0</b>	<b>In-work Progression</b>	
	<ul style="list-style-type: none"> <li>• KT talked through examples of how residents and business in the area could gain from a co-ordinated programme to support training to help retain staff.</li> <li>• The DWP talked about the ABC of in-work progression: <ul style="list-style-type: none"> <li>○ <b>A</b> job</li> <li>○ a <b>B</b>etter Job</li> <li>○ a <b>C</b>areer</li> </ul> </li> <li>• Members of the Skills &amp; Talent Subgroup were encouraged to promote this DWP initiative. SWLEP offered support from its digital marketing team.</li> </ul> <p><b>Action: TB to follow up with KT</b></p>	<b>July 2023</b>
<b>8.0</b>	<b>The use of augmented reality and other enhanced technologies in skills development</b>	
	LA presented on this issue following a SWLEP visit to a Defence Technology Conference in Rotterdam (Distech).	



	<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-2023/13-jul-2023/the-implementation-of-augmented-and-virtual-reality-within-skills-learning--s-t.pdf?sfvrsn=c8c62721_3">https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-jul-2023/the-implementation-of-augmented-and-virtual-reality-within-skills-learning--s-t.pdf?sfvrsn=c8c62721_3</a></p> <ul style="list-style-type: none"> <li>• LA covered the advantages of Virtual Reality (VR) and Augmented Reality (AR) and how some businesses had started using these technologies in their training of staff.</li> <li>• A survey of SMEs showed a high degree of interest and satisfaction with VR and AR based training.</li> <li>• LA identified the pros and cons of this type of training:             <ul style="list-style-type: none"> <li>○ there was a high knowledge retention rate;</li> <li>○ learning was within a safe environment. There were some reports of disorientation when wearing the VR and AR headsets, which increased the health and safety risks for some people; and</li> <li>○ the high costs of the equipment and the development of applications were the largest downsides of the technology.</li> </ul> </li> </ul> <p>LA was thanked for her informative and engaging presentation.</p>	
<b>9.0</b>	<b>AOB</b>	
	<p><b>Action: DKH to issue presentations to members and guests of the Subgroup when received.</b></p> <p>CK thanked the speakers and participants for their contributions to the discussions.</p> <p>This was the last Skills &amp; Talent meeting for PB and CK thanked him for his very significant contribution to the work of the Skills &amp; Talent Subgroup. On behalf of the members, CK wished him well in his retirement. PB gave his heartfelt thanks to CK and the Skills &amp; Talent Subgroup.</p> <p><b>Date of next meeting</b> Wednesday, 13 September, 2pm to 4pm – at Wiltshire College &amp; University Centre, Salisbury</p> <p><b>Future date for 2023:</b> Wednesday, 8 November, 1pm – 3pm - online</p>	
	<b>Meeting closed at 12 noon</b>	

Carole Kitching

18/09/2023