



Name	Role	Attendance
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Sally Cook (SC) / Karen Taylor (KT)	DWP	✓
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	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	Apologies
Name to be advised	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	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	✓ - left meeting at 3.22pm
Debby Skellern (DS)	SWLEP Acting Chief Executive	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Chris Van Roon (CVR)	DfE	✓
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)	✓ left meeting at 3.30pm
Matt Leach (ML)	Beards Construction	
Awaiting new name	Wavin	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Laura Arlott (LA) SWLEP Skills Lead, Tim Burghes (TB) Head of Marketing & Comms and Chris Stevens (CS) Head of Business Support	SWLEP Ltd	✓✓✓
Jo Grenfell (JG)	Wiltshire College & University Centre	✓
Julian Head (JH)	Wiltshire Council	✓
Darran Marks (DM)	Institute of Technology	✓
Bruce Morely and Andreas Schäfer	University of Bath	✓✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (dkh)	
Venue	Online	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 2.04pm, apologies were noted, and introductions made. CK welcomed attendees to the meeting.	
2.0	Minutes, matters and Conflicts of Interest	
2.1	The minutes of the meeting held on 13 July 2023 were read and approved.	
2.2	Matters arising:	



	<ul style="list-style-type: none"> • Tim Burghes to follow up with Karen Taylor regarding in work progression. <i>Update: contact had been established.</i> <p>Conflicts of Interest</p> <p>No further Conflicts of Interest were declared.</p>	
3.0	LEP Transition Statement next steps update	
	<p>DS spoke to the meeting and explained that conversations were already underway with Local Authority partners about the potential transition of some LEP functions.</p> <p>The Skills & Talent Subgroup was well represented and had a good reputation. It would also be responsible in the future for the governance for the Local Skills Improvement Plan (LSIP) for the area, so it was important to maintain the operation of the Subgroup.</p> <p>The Subgroup would be kept informed as the broader conversation evolved.</p>	
4.0	Local Skills Improvement Plan (LSIP), the next two years	
	<p>MTu presented to the meeting and provided a summary of the current position and update on what had happened since the last meeting in July.</p> <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-2023/13-sep-2023/s-w-skills-and-talent-group-sept-2023-tbc.pdf?sfvrsn=a53ac678_3</p> <p>A recap was given of Stage 1, which ran from September 2022 to June 2023, detailing the levels of engagement with employers. The aim was to improve employers' input into current training provision and Stage 2 would cover seven areas: skills needs; employer engagement; providers response linked to accountability statements; other stakeholders; LMI and trends; reporting and impact assessment; and project management and governance. A series of events had been planned to focus on:</p> <ul style="list-style-type: none"> • sustainable building; • design engineering; and • data and industry 4.0 in engineering & manufacturing. <p>MTu advised that a skills adviser was being recruited to add to the existing team within Business West to take any employer queries regarding skills needs etc. Employers would be directed to the Growth Hub in the first instance to avoid duplication.</p>	



	<p>It was suggested that Business West should identify gaps in skills provision to inform future activity to ensure resources could be efficiently used and by mapping what was already provided.</p> <p>Business West’s internal research team had started to map provision and the Subgroup members were asked to support this activity.</p> <p>Action: MTu to send provider mapping for review.</p> <p>The Chair thanked MTu for the good collaborative approach to this programme.</p>	<p>Oct 2023</p>
5.0	Local Skills Improvement Fund (LSIF) update	
	<p>JG of Wiltshire College & University Centre presented to the meeting on the response to LSIF. 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-2023/13-sep-2023/lsif-overview-september-2023.pdf?sfvrsn=f819983f_3</p> <p>The bid had been prepared in collaboration with New College, Swindon and was to be submitted on 15 September and the outcome would be announced in October.</p> <p>The project would start as soon as the go ahead was received and would run into the next fiscal year. It was hoped that some aspects would be in place for September 2024 as the money had to be spent by March 2025.</p> <p>The LSIF money equated to £2.5m which included the mobilisation funding of £90,000 which had already been received. There had been no requirement for match-funding, but if required, the colleges would be providing a small amount to get the high-quality delivery expected. The colleges were going to upskill their own workforces to deliver this new training.</p> <p>The question was raised on how all the regional bids and available funding were going to interface with other potential funding available in order to join up all and therefore have more impact overall. Available funding/bids would be mapped across the region and cross border travel to learn could become common.</p> <p>The question was raised on what pathways could be offered via community learning to feed into the future workforce. In response, the LSIF was focusing on Levels 3-5 such as bootcamps and community learning to support the development of the future workforce.</p>	



	<p>Business West offered to manage and administer the process of the exercise. Some small task and finish groups could take this forward.</p> <p>Action: WCUC and NCS to establish a small working group to scope out the task with Business West, SWLEP and other key stakeholders.</p>	
6.0	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-2023/13-sep-2023/careers-hub-update-13th-september-2023.pdf?sfvrsn=3317434f_5</p> <p>Key points given:</p> <ul style="list-style-type: none"> • the Careers Hub was still performing well and most Benchmark performance was above national average and the trend over the five-year period was going upwards; • events highlighted included employer encounters, apprenticeship events and teacher encounters; • priorities and targets for this academic year were discussed; • the key components of the pilot for the Start Small, Dream Big programme were highlighted; • a round up of the Electively Home Educated Project was given; and • a link to the Careers & Enterprise Company’s report on “Supporting young people onto apprenticeships and technical pathways” was made available. The ATE report showed that young people had an interest in this route to education, but this was not converted into numbers. MH from GWP offered to help as they were seeing a high percentage of conversions when accessing schools. <p>It was acknowledged that there was a great deal of good activity being carried out in the Swindon and Wiltshire area, but the question was posed as to how impact was being monitored. In response, ST advised that the CEC used to produce cold spot reports, but now it was down to the Careers Hub to see improvements in the area.</p>	
6.0	Labour Market Intelligence (LMI) report	



	<p>AS and BM from the University of Bath presented the LMI report to the meeting. 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-2023/13-sep-2023/swlep-wages-fin_comments.pdf?sfvrsn=a5b38a62_3</p> <p>Key points the presenters looked at were:</p> <ul style="list-style-type: none"> • job postings and the types of jobs on the increase and those on the decline in Swindon and Wiltshire; • wage trends across the area and compared them to the rest of the South West and nationally, as well as trends per sector; • age ranges and how that influenced economic inactivity and its main drivers; and • likely projections of economic inactivity for the future. <p>The presenters had been asked to investigate whether there was a causal link to economic inactivity and wage inflation. No causal link in the data had been identified.</p>	
8.0	UKSPF skills updates	
8.1	<p>Wiltshire Council</p> <p>JH presented to the meeting on the People & Skills theme of Wiltshire Council’s UKSPF programme. This included:</p> <ol style="list-style-type: none"> a. skills for net zero economy; <ul style="list-style-type: none"> • the fund was working within those gaps highlighted by the Swindon & Wiltshire’s LSIP such as construction, auto-trade, agriculture and health & social care. Wiltshire Council would be working with the mobilisation lead, Wiltshire College & University Centre; b. promoting social inclusion and starting out; <ul style="list-style-type: none"> • by working with the renewed Building Bridges programme and Community First to support economically inactive people and offer opportunities for volunteering and increasing well-being; and c. sustaining work; <ul style="list-style-type: none"> • by supporting people to stay in work by addressing issues such as mental health with employees and employers. <p>The funding allocated to each strand was highlighted. Some of the themes were already operating and others would come on stream next year.</p> <p>The presentation can be accessed by following the link below:</p>	



<p>8.2</p>	<p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/13-sep-2023/swlep_s-t_ukspf-wiltshire_sept23_final19054ee7-ec5d-476a-ad38-16c2c3275085.pdf?sfvrsn=4c7c068_3</p> <p>Swindon Borough Council</p> <p>SB presented to the meeting on Swindon Borough Council’s theme of People & Skills in the UKSPF programme and 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-2023/13-sep-2023/ukspf-people-and-skills-upate-sept-2023_(002)-sbc.pdf?sfvrsn=b74f67d3_3</p> <p>Of SBC’s allocation from the fund, £811,091 had been budgeted for the People & Skills theme, £1,204,000 for Community & Place, but nothing towards “Local Business”.</p> <p>The programme was focussing on:</p> <ul style="list-style-type: none"> • an Apprenticeship Programme with a particular focus on supporting vulnerable children and those in care; • Inspire Swindon focussing on support to NEETs aged 15 to 25 which was delivered by Community First; • supporting employment for young adults with specialist education needs and disabilities (SEND); and • digital training delivered by The Wrong Shoes theatre supporting young people on presentations and interview skills and creation of digital training space for artists and businesses. 	
<p>9.0</p>	<p>AOB</p>	
	<ul style="list-style-type: none"> • The next meeting had been scheduled to take place at Wiltshire College & University Centre’s campus in Salisbury, but unfortunately the meeting room would be used for exam re-sits so was unavailable. The meeting would therefore revert to online. • If any members had a question for the University of Bath to investigate regarding the LMI presentation, please contact DKH. <p>Date of next meeting Wednesday, 8 November, 1pm – 3pm - online</p> <p>Indicative future dates for 2024:</p>	



	w/c 8 January w/c 4 March w/c 7 May (Monday, 6 May being Bank Holiday) w/c 1 or 8 July w/c 9 September w/c 4 November	
	Meeting closed at 4.02pm	

08.11.2023