



Name	Role	Attendance
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	Apologies
Sally Cook (SC)	DWP	✓ online
Katie Cross (KC)	Wiltshire Council, Head of Employment and Skills and SWLEP Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director, QinetiQ	Apologies
Iain Hatt (IH)	Wiltshire College & University Centre	Apologies
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
Emily Manser and / or Jenna Hunt	Cities & Local Growth Unit representative	Apologies (EM) ✓ online (JH)
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	✓ - left at 3.10pm
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		
Laura Arlott (LA) and Tim Burghes (TB)	SWLEP Ltd	Apologies ✓
Danielle Dougherty (DD)	DWP	✓ online
Rachel Loxston (RLo) – representing Sally Burnett	Swindon Borough Council	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	Apologies
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓ - left at 3.30pm
Emily Hughes (EH)	Wiltshire Council	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	
Venue	Business Cyber Centre, Greenways Business Park, Chippenham, SN15 1BN and some online attendees	
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 2.01pm, 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 7 March 2023 were read and approved.	
2.2	Matters arising:	



	<ul style="list-style-type: none"> • RL of FSB offered to assist with the engagement of small businesses for more SME input to the process. MTu and RL to speak offline. <i>Update. MTu confirmed that they had been in contact.</i> • add work readiness for discussion in the Careers Hub Steering Group meeting. <i>Update: the last Steering Group meeting had been replaced by a workshop, so this item was ongoing.</i> <p>The other Matters Arising were completed or on agenda.</p> <p>Conflicts of Interest</p> <p>No Conflicts of Interest were declared.</p>	
<p>3.0</p>	<p>Local Skills Improvement Plan (LSIP)</p>	
	<p>MTu presented to the meeting and further information 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-2023/18-may-2023/mt-s-w-lep-180523.pdf?sfvrsn=9e4c43de_3 (await changes)</p> <p>MTu outlined the background and process for the project. The deadline for the first report was 31 May and the Local Skills Improvement Fund (LSIF) would be announced thereafter. Key points were:</p> <ul style="list-style-type: none"> • the levels of engagement across the patch including 1:1 conversations and events; • there were 38 LEP areas, with different approaches, but potentially there would be synergies. For example, 16 areas had construction as a priority; • the Heath & Social Care sector aligned with national skills needs, although the ability needs within the sector would be liable to change over time; • how did we as a region respond to these needs? • for FE providers, the findings of the LSIP should be incorporated into statements, strategic planning, and core curriculum planning; • a summary of Labour Market Intelligence (LMI) would highlight occupational shortages, known figures about forecasts, with growth and shrinkage in specific sectors looking at <ul style="list-style-type: none"> • the past; • the present and what employers said they wanted; and • the future, a region-wide roadmap for all stakeholders with a whole systems approach, which may incorporate careers advice and guidance, and what employers needed to do from their side. 	



- the roadmap would set out the collaboration and comms approach with one message;
- the Skills & Talent Subgroup would become the external governance body, so careful coordination of engagement activities going forward would be required;
- funding would be available via the Local Skills Improvement Fund (LSIF) and guidance would be available soon. (Guidance had subsequently been issued and can be accessed via the following link.)

<https://www.gov.uk/guidance/applying-for-funding-from-the-local-skills-improvement-fund>

- the lead application must be from an FE provider, but other providers could be part of the consortium;
- Business West would be tasked to support employers to understand their needs and continue the routes;
- research would be carried out with deep dives and specific actions to understand the gaps;
- the next stage would focus on SMEs, as there had not been as much SME voice in the Swindon & Wiltshire region as the others;
- expand automotive to include transport, logistics etc to obtain more engagement.

Preliminary findings can be found by following the link below on the business West website:

<https://www.businesswest.co.uk/business-west-local-skills-improvement-plan-priority-findings>

Priority sectors for the Swindon & Wiltshire area were given as:

- Advanced Manufacturing & Engineering;
- Construction;
- Health & Social Care;
- Agri farming and Agri food;
- Automotive; and
- Digital industries.

The question was raised on how SEND would be captured within the LSIP. In response, there was every intention to identify the gaps by mapping across the system. There were vast swaths of the labour market not fully utilised and were furthest from the labour market. The system could be improved, and this would be integrated into the roadmap. Employers could then recruit from these routes.



	<p>Submitted bids would be looked at after 21 June and DfE was expected to report to ministers prior to parliamentary leave.</p> <p>The question was also raised on how Business West was sourcing feedback from difficult to reach groups, those farthest from labour market, such as people with health conditions, over 50 years etc.</p> <p>Action: SC and MTu to discuss offline.</p> <p>It was commented that some skills programmes, such as Skills Boot Camps, were offered in short term blasts and were disconnected from the strategic network. These programmes also needed to be meshed into the process.</p> <p>The CEC already offered a tool for the education landscape which was a useful resource. This can be accessed via the link below.</p> <p>https://resources.careersandenterprise.co.uk/sites/default/files/2022-11/Education-Landscape-Guide-June-2022%20%284%29.pdf</p> <p>Unfortunately, there was not enough time for the Skills & Talent Subgroup to review the draft report before submission to DfE.</p>	<p>June 2023</p>
4.0	Careers Hub update	
	<p>Deep dive on outcomes and careers education provision for learners with special educational needs and/or difficulties (SEND)</p> <p>As per a request at a previous meeting, SH presented to the meeting on the activities and progress of the Careers Hub with SEND schools detailing engagement with students, teachers and parents. He also detailed the particular challenges SEND schools and students faced within the work experience environment, one of which was employer anxiety around SEND and disability in the workplace.</p> <p>The presentation can be accessed via the link below. (Slides 1-27)</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/18-may-2023/careers-hub-send-ate-skills-and-talent-180523-final.pdf?sfvrsn=10b3bb31_3</p> <p>Update on workshop at the Careers Hub Steering Group on Technical Education</p> <p>The workshop had been pulled together at short notice by the Careers Hub at the request of the Careers Enterprise Company to ascertain the perception and routes to Apprenticeships and Technical Education within LEP areas. The attendees to the workshop were providers, employers, and</p>	



	<p>membership organisations and the challenges and barriers were discussed, then scored according to set criteria. The scores would then be amalgamated with other LEP areas to produce an overall score which would then be submitted to government.</p> <p>Although the concept was deemed appropriate, it was thought the data was limited and restricted and further research was necessary locally from the learners, providers and the demand from employers to obtain a more rounded picture.</p> <p>More information can be found in the presentation which can be accessed via the link above. (Slides 28-36)</p>	
<p>5.0</p>	<p>The Multiply Programme – update on provision in Swindon and Wiltshire</p>	
<p>5.1</p>	<p>Swindon Borough Council Swindon Borough Council presented to the meeting on the scope and the range of activities of the Multiply Programme in the Swindon area. SBC received approximately £400,000 per annum to deliver this programme to over 19-year-olds who had not yet achieved a Level 2 maths qualification. This was aimed at residents should they wish to get into employment and also to employees already within businesses to upskill. Overall, it was hoped that the programme would reduce maths anxiety with both cohorts making them more confident with their own personal finances.</p> <p>More information can be found in the presentation which 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-2023/18-may-2023/multiply-swlabs-briefing-may-2023.pdf?sfvrsn=611b2625_5</p> <p>Action: SC of DWP requested if resources could be shared with the JobCentre to enable staff to broker the introduction of the programme to clients. She would make the introduction to the staff member responsible.</p>	<p>June 2023</p>
<p>5.2</p>	<p>Wiltshire Council Wiltshire Council had presented at the previous meeting, so an update was given. The presentation detailed the spend across the various activities in Year 1 and the proposed spend on activities for Year 2. The Numeracy Champion element of the programme was outlined where individuals could assist.</p>	



	<p>Owing to the rurality of the county, more imaginative ways had to be found of delivering the programme to residents.</p> <p>More information can be found in the presentation which 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-2023/18-may-2023/multiply-wiltshire-skills-and-talent-may-2023.pdf?sfvrsn=f89526ec_3</p>	
6.0	AOB	
	<p>MP spoke to the meeting and advised of a recent meeting with Green Labyrinth in Swindon which had new ownership since January 2022 and worked with 16–19-year-olds. She asked whether the organisation could present to the Group if appropriate.</p> <p>In the meantime, a summary of the work would be provided for information which can also be accessed via the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/18-may-2023/green-labyrinth---summary-note-final.pdf?sfvrsn=d3f68088_3</p> <p>Action: DKH to issue presentations to members and guests of the Subgroup when received.</p> <p>Action: Green Labyrinth to be asked to make a presentation on its work at the next meeting.</p> <p>Date of next meeting Thursday, 13 July – online</p> <p>Future dates for 2023:</p> <p>Wednesday, 13 September – at Wiltshire College & University Centre, Salisbury Wednesday, 8 November- online</p> <p>Meetings will alternate between video / teleconference call and face-to-face events.</p> <p>CK thanked participants for their contributions to the discussions.</p>	<p>May 2023</p> <p>July 2023</p>
	Meeting closed at 3.57pm	



Swindon & Wiltshire
LOCAL ENTERPRISE PARTNERSHIP

**Minutes Skills & Talent
Subgroup Meeting
Thursday, 18 May 2023**

Signed: Carole Kitching

A handwritten signature in black ink, appearing to read 'Carole Kitching'.

24 July 2023