



Name	Role	Attendance
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Sally Cook (SC)	DWP	✓
Katie Cross (KC)	Wiltshire Council, Head of Employment and Skills and SWLEP Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director, QinetiQ	✓
Iain Hatt (IH) – represented by Jo Grenfell	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)	Apologies
Emily Manser and / or Jenna Hunt	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	Apologies
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)	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)	✓
Matt Leach (ML)	Beards Construction	
Awaiting new name	Wavin	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	✓ - left at 3.30pm
Guests		
Laura Arlott (LA) and Amy Wetherill	SWLEP Ltd	✓✓
Basit Mohammed (BM)	SWLEP Board Director	✓ - left at 3.20pm
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	
Venue		
Start time	2pm	
Finish time	4pm	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 2.02pm, apologies were noted, and introductions made. PB welcomed attendees to the meeting and explained that he would be chairing the meeting today owing to CK's absence.	
2.0	Minutes, matters and Conflicts of Interest	
2.1	The minutes of the meeting held on 11 January 2023 were read and approved.	
2.2	Matters arising: <ul style="list-style-type: none"> GK-M and DM to speak offline regarding maintaining IoT technology and recently announced second round of funding. <i>Update: as neither GK-M or DM was at the meeting, DKH to follow up.</i> 	May 2023



	<p>The other Matter Arising was completed.</p> <p>Conflicts of Interest</p> <p>No Conflicts of Interest were declared.</p>	
3.0	Local Economic Assessment (LEA) update	
	<p>PB spoke to the meeting and explained that ordinarily SWLEP commissioned a Local Economic Assessment (LEA) approximately every two years. This reviewed economic conditions and circumstances that affected it in the Swindon & Wiltshire area, looking at sectors which were growing or slowing down, the skills landscape and the appetite for growth and productivity. This had been paused during the pandemic as the economy had been distorted during this time.</p> <p>The LEA had been completed again last year, but the decision had been taken to commission a further one this year as the economy was beginning to pick up. Hatch had again been commissioned to carry out the assessment and the draft report had been received. The final report would be available at the end of March and would be brought to the next Board meeting in May. Sources of data were dependent on national release with a time lag, which could be a year or two out. Skills data though were up to date. The report would be published in April. The previous LEAs were available on the SWLEP website.</p>	
4.0	Labour Market Intelligence (LMI)	
	<p>PB presented to the meeting showing the economic landscape for the Swindon & Wiltshire area, including growing and declining sectors, skills shortages and job postings.</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-2023/7-mar-2023/swlep-labour-market-070323.pdf?sfvrsn=7964d5cd_3</p> <p>Comments made:</p> <ul style="list-style-type: none"> • there did not appear to be much signposting towards technology and the rise of digitalisation which seemed somewhat surprising. <i>In response, the meeting was advised that 80%+ of job postings for the area did not request any educational requirement, but this could also be that the requirement was implicit in the job title, for example, accountancy. In addition, the cyber sector was not showing massive growth.</i> • the presentation was a snapshot of the area. Were we looking at a lag in information and should we be looking at five years ahead? We 	



	<p>could be caught out if we did not anticipate future change and plan accordingly;</p> <ul style="list-style-type: none"> • there would still be demand for trade jobs for some time to come; and • emphasis on entrepreneurship would lead to the establishment of more SMEs. <i>In response, the meeting was advised that there was an apparent appetite to establish a business school, but plans were at an early stage and may not come to fruition.</i> 	
5.0	Local Skills Improvement Plan (LSIPs)	
5.1	<p>MTu, Business West, presented to the meeting on the progress of the development of the Local Skills Improvement Plan for the Swindon and Wiltshire area. 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-2023/7-mar-2023/310123-lsip-overview-swindon-march23.pdf?sfvrsn=a81a4804_3</p> <p>Comments made:</p> <ul style="list-style-type: none"> • SWLEP and the Skills & Talent Subgroup could be the key to governance; • How could we see the impact that the LSIP was having on employers etc? • What should we measure? What would be the direct impact and indicators of success? • RL of FSB offered to assist with the engagement of small businesses for more SME input to the process. <p>Action: MTu and RL to speak offline.</p> <ul style="list-style-type: none"> • The question was raised at to whether the business response was geographically representative. <i>In response, MTu stated that he could provide postcode and map details of where businesses were located.</i> • Work readiness and employability and soft skills were also sought after by employers; • It was also down to employers to educate and train employees about their workplace . <p>Action: add work readiness for discussion in the Careers Hub Steering Group meeting.</p> <ul style="list-style-type: none"> • Some large employers, such as the Body Shop, Dunelm and the NHS, were changing the way they recruited their entry level work force. 	<p>March 2023</p> <p>May 2023</p>



<p>5.2</p>	<p>They were more interested in behaviours rather than qualifications on paper, but just at the entry level.</p> <ul style="list-style-type: none"> • What if any consideration was being given to the older workforce, that is, 50+? <i>In response, MTu stated that in terms of skills needs they were identifying where within careers the needs were. If it was in terms of the key demographic and return to work, they recognised the significance/importance, and it was referenced fairly comprehensively in the 'labour market/systemic/other section of feedback. Of course, if there were areas specifically of skills needs that should be incorporated, please to let him know. Given that 50+ was likely to represent one third of the available workforce, then this cohort needed to be factored in.</i> <p>LSIP Steering Group update PB advised that the first meeting of the LSIP Steering Group had taken place on 22 February with the aim to help provide a coherent single voice back into this process. In addition, colleges had moved overnight from the private to the public sector and were expected to produce an accountability statement on their provision. How would this statement and LISPs blend together for the best targeted provision and did this give opportunities to bid for funding?</p>	
<p>6.0</p>	<p>Careers Hub update</p>	
	<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-2023/7-mar-2023/careers-hub-update-march-2023.pdf?sfvrsn=2a785b0_3</p> <ul style="list-style-type: none"> • The meeting would like to see more information on SEND progress and a deep dive was requested for the next meeting. <p>Action: a request was made for Steve Haines to attend the next meeting to give an update.</p> <ul style="list-style-type: none"> • The Cornerstone Employer Group meetings struggled with availability and the Careers Hub staff members were currently setting up 1:1s to invigorate attendance. • The Careers Hub conference was set for the summer and a speaker was being sourced. A suggestion was made for contact with Hayley Gomez MBE, a Professor of Astrophysics at Cardiff University, who had a very interesting back story. 	<p>May 2023</p>
<p>7.0</p>	<p>Multiply Programme update</p>	



	<p>EH presented to the meeting on Wiltshire Council's involvement in the Multiply Programme, an initiative set up to improve numeracy in the population over 19 years old, and the means by which the programme was engaging with learners. 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-2023/7-mar-2023/skills-and-talent-multiply-march-2023.pdf?sfvrsn=8e598c3b_3</p> <ul style="list-style-type: none"> • The statistic provided by the National Numeracy Trust was that 78% of the population did not have a Level 2 in maths. • What was the stat for Wiltshire? • The funding allocation depended on the size of the population and the skills level attained and Wiltshire Council had been allocated £2.108m over three years. • The meeting was advised that Swindon Borough Council had received slightly less money. • At what point could job coaches in DWP signpost learners to the programme? <i>In response, EH stated that there was no limit as to how many times learners accessed the Multiply Programme as long as they did not have a Level 2 in Maths and were resident in the UK, they could do it.</i> <p>Action: SB to share Swindon Borough Council's involvement in the Multiply Programme at the next meeting.</p> <p>NOTE: EH subsequently provided a link to overview documentation for the programme available to partners which can be accessed below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/7-mar-2023/nn-overview-for-partners.pdf?sfvrsn=28975622_3</p>	<p>May 2023</p>
<p>8.0</p>	<p>SWLEP Apprenticeship Campaign and Computer Coding Challenge 2023</p>	
	<p>Apprenticeship Campaign LA 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 five additional potential placements in the pipeline, with further leads awaited from the Growth Hub team; • one business had decided that it was not quite the right time to employ an apprentice, although she now had all the necessary information to take that forward; and 	



	<ul style="list-style-type: none"> • an HR company had a potential learner in its own organisation looking to upskill in her own job. <p>Computer Coding Challenge LA gave an update to the meeting on the progress of the SWLEP's Computer Coding Challenge:</p> <ul style="list-style-type: none"> • 7/8 schools had expressed an interest in the Challenge; • Welcome Packs had been issued; • there was even a school in West Yorkshire that had shown an interest. Having spoken with Darran Marks at the Swindon and Wiltshire Institute of Technology, he explained that there were also partners in West Yorkshire; • a meeting was scheduled to take place on 17 March with contacts from the schools where they would get a chance to meet each other and ask any questions; and • at the Cyber ICE conference being held at the Business Cyber Centre on 10 May there would be an Apprentices' Panel and schools had received a golden ticket to entice them to attend where they would get the chance to see a WW2 Enigma machine. 	
9.0	AOB	
	<p>Date of next meeting Thursday, 18 May – at Business Cyber Centre, Chippenham Via video / teleconference call</p> <p>Future dates for 2023:</p> <p>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>PB thanked participants for their contributions to the discussions.</p>	
	Meeting closed at 4.05pm	

5 June 20223