

Name	Role	Attendance
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Sally Cook (SC) / Karen Taylor (KT)	DWP	Apologies
Katie Cross (KC)	Wiltshire Council	✓
Doug Gale (DG)	SWLEP Board Director, QinetiQ	✓
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	✓
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 at 2.36pm
Debby Skellern (DS)	SWLEP Acting Chief Executive	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Chris Van Roon (CVR)	DfE	Apologies
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Awaiting new name	Siemens	
Rick Kavanagh (RK)	Representative from MoD	

 Swindon & Wiltshire LOCAL ENTERPRISE PARTNERSHIP	Minutes Skills & Talent Subgroup Meeting 8 November 2023
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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) SWLEP Skills Lead, Tim Burghes (TB) Head of Marketing & Comms and Chris Stevens (CS) Head of Business Support	SWLEP Ltd	✓ (LA) (TB) apologies ✓ (CS)
Matt Butcher (MB) and Leah Palmer (LP)	New College Swindon	✓✓
Darran Marks (DM)	Institute of Technology	✓
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	1pm	
Finish time	3pm	

Item	Topic	Deadline
1.0	Welcome and introductions	
	The meeting opened at 1.01pm, 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 13 September 2023 were read and approved.	
2.2	Matters arising:	

	<p>The Matters Arising were completed or on the agenda.</p> <p>Conflicts of Interest</p> <p>No further Conflicts of Interest were declared.</p>	
3.0	Careers Hub update	
	<p>As there was no updated Compass data available, ST presented to the meeting outlining the key priorities for the Careers Hub for the academic year 2023/24 and how it aimed to achieve these with activity planned for the year ahead.</p> <p>Successful routes from previous years, such as Teacher Encounters, Careers Live Broadcasts and Employer Encounters, would be extended; a series of events had also been planned in Swindon, Salisbury, Chippenham/Lackham and Trowbridge for technical routes into employment for Appren-T-Fest with students and employers, and fresh activity, such as for the newly established Primary Careers Pilot Programme “Start Small; Dream Big” would be included.</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-2023/8-nov-2023/careers-hub-update-8th-november-2023.pdf?sfvrsn=9bbdb71_5</p> <p>Action: ST and DG to make contact outside the meeting to discuss the point of contact for teachers into the workplace of Qinetiq.</p> <p>Although the Appren-T-Fest schedule did not appear to include the area around Devizes, there were other apprenticeship events being organised in the area, which were outside this forum. For example, GWP was attending a Devizes school with the ASK programme next week for a full day with Years 10-13. A list of all the events was available as it had been compiled to avoid potential clashes and duplication.</p> <p>Action: ST to circulate list to Subgroup.</p> <p>ST highlighted the ongoing challenges facing the careers provision in schools and colleges, such as a churn of Careers Leads and Senior Leadership Teams not fully understanding the importance of the provision, but also the reduced funding from the CEC coming up in the future. This would impact significantly on staffing and activity levels. ST wanted to highlight this factor to the group and shared the risks associated with this future situation. A potential solution could be to source additional funding partners. DS advised that SWLEP had not determined its budget position for 2024/25, so it would</p>	<p>30 Nov 23</p> <p>30 Nov 23</p>



	<p>be beneficial to spread this financial burden. These conversations should take place sooner rather than later.</p> <p>ST advised that she would be leaving the Careers Hub in December / January to work with UCAS on its apprenticeship programme. Thanks were extended to ST for all her work on the Careers Hub which continued to be one of the top performing Hubs with a high profile in the region. Everyone wished her well in her future role with UCAS.</p> <p>The Careers Hub demonstrated good collaboration across stakeholders for the benefit of students and the wish was for this to continue and even improve.</p>	
4.0	Local Skills Improvement Plan (LSIP) progress update	
	<p>Deep dive LSIP priorities – emerging findings from events in the patch</p> <p>MTu presented to the meeting on progress made on the programme and the start of Stage Two. 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-2023/8-nov-2023/s-w-skills-and-talent-group-nov-2023-tbc.pdf?sfvrsn=8b6506ec_3</p> <p>Business West indicated it needed to engage with stakeholders. The bulk of Stage Two would be in gathering further intelligence from employers through a series of events and 1:1 discussions. The list of events taking place and to register were available on the link below.</p> <p>https://www.eventbrite.co.uk/o/business-west-lsip-71057654963</p> <p>Specific deep dive topics from Stage 1 of the investigations could be found on Page 60 of the LSIP report which can be accessed here:</p> <p>S&W LSIP report</p> <p>Findings from this next stage of the study would be shared towards the end of March 2024.</p> <p>The meeting was advised that business registrations to these events was lower for Swindon and Wiltshire than their other two LSIP areas. There was in fact decreased engagement this year than last overall. Several reasons were put forward for this, such as:</p>	

	<ul style="list-style-type: none"> businesses were suffering from survey and event fatigue at present and the dates were very close together; increasing numbers of scams, so businesses were avoiding; and many were simply trying to survive in the economic climate and had less capacity to do the value added things. <p>If not enough companies engage, the feedback would not be representative. Business West was trying new formats in an effort to increase uptake but requested group members to share with their business audiences wherever possible. Business West would also be happy to engage with any opportunities members had with their own networks to add capacity or collaborate, to share through Business West and LSIP communications, or provide additional staffing for support to skills projects.</p> <p>The question was raised as to whether businesses saw their engagement leading to anything with impact as a result of their input. What were we telling businesses about what we were doing with all the information we were gathering? And how do they receive this feedback? It was vital that they were kept informed as part of that process.</p> <p>Mapping priority provision and associated funding gaps to enable delivery</p> <p>Funding streams being used by skills providers were being mapped to get a shared overview of what was being accessed and secondly to understand where funding was being aligned to provision and understand the benefits of collaboration and to de-duplicate wherever possible. To this end, Business West had devised a project brief and form for providers to complete online.</p> <p>Action: MTu to share with the group to see if it was fit for purpose.</p> <p>Action: MTu to provide:</p> <ul style="list-style-type: none"> Business at Risk register article/statistics; LSIP marketing strategy outline; Deep dive summary to date; and To share funding stream documents after first filter/approvals via Skills & Talent group management. 	<p>30 Nov 23</p> <p>30 Nov 23</p>
5.0	Local Skills Improvement Plan (LSIP) governance	
	CK advised the meeting that the Skills & Talent Subgroup would provide governance for the LSIP going forward. The slides can be accessed by following the link below.	



	<p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/8-nov-2023/lcip-governance-8-november-23.pdf?sfvrsn=4d9d2565_3</p> <p>The group was looking for volunteers to form a small Working Group which would include the Chair (IH), SWLEP's Acting CEO (DS) and Business West's project lead (MTu) as well 3-4 additional members. Items for discussion would be the draft Terms of Reference and an engagement plan as well as decisions on what would be coming forward to Subgroup meetings.</p> <p>The suggestion was for a couple of scope meetings to take place and bring back points to the next Subgroup meeting in January.</p> <p>Action: interested members to advise DKH by 30 November 2023.</p>	30 Nov 23
6.0	Unlock Cyber apprenticeship event at the Institute of Technology (IoT)	
	<p>ST presented to the meeting on the Unlock Cyber Apprenticeship event held at the Institute of Technology on 11 October. The presentation can be accessed by using the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills-talent-2023/8-nov-2023/cyber-unlock-presentation-november-2023-.pdf?sfvrsn=ec4b08f1_3</p> <p>The event was held in partnership with UWE, the IoT and eight key employers from the area. There were 289 students from 17 schools and colleges (14 of which were from the Swindon and Wiltshire network, an independent school from Gloucestershire and Yeovil College via its IoT) participating in round robin workshops sessions. Teachers were also upskilled because of the event.</p> <p>It was felt that it was disappointing more local schools had not taken up the opportunity to attend. That said, it was vibrant and interactive event with 50% of employer participants being apprentices themselves which made a good impact on students attending and employers were appreciative of the event. There were opportunities for the students to ask about work placements with these employers during the day and contacts were shared, for example, the website with opportunities at Zurich. It was an engaging format to replicate where appropriate.</p> <p>It was now important to maintain that level of interest in cyber for these students via work experience or more cyber events. Another cyber event was in planning for early February at the IoT as well as the upcoming Cyber ICE event in May/June at the BCC in Chippenham.</p>	

7.0	Future arrangements: Skills & Talent Subgroup Chair	
	<p>CK advised that this was her last meeting as Chair of the Skills & Talent Subgroup as she was retiring. IH was currently the Deputy Chair of the Subgroup and had been appointed as a Specialist Advisor to the SWLEP Board in September in readiness to take over the role as Chair of the Subgroup on CK's departure. Leah Palmer, Interim Principal at New College Swindon, would also take up her role on the Subgroup as the college representative.</p> <p>IH thanked CK and was pleased to be pick up the role as Chair of the Subgroup to continue the good work CK had led.</p> <p>Thanks were also offered by SWLEP for CK's involvement in the wider group of the Board and Iain and Leah were welcomed to the Subgroup as we navigated the future.</p>	
8.0	Items for the next meeting	
	<ul style="list-style-type: none"> • Update on employer engagement on LSIP and feeding back to employers about the impact of their feedback. • Draft Terms of Reference for the Local Skills Improvement Plan (LSIP) governance • Progress update on the mapping work • The announcement in the King's speech about the Advanced British Standard (ABS) qualifications and the implications for T-levels . • Wider priorities for skills coming out of Swindon Borough Council. • Labour Market Intelligence (LMI) presentation on current trends in the workplace. <p>If schools and colleges issued Employer-facing skills newsletters, Business West would be happy to them share with its network.</p>	
9.0	AOB	
	<p>LA advised the meeting that SWLEP had submitted a bid to deliver Skills Bootcamps for the area with funding of £1.5m via the Department for Education with themes of:</p> <ul style="list-style-type: none"> • leadership and management (general); • leadership and management (logistics); • green skills (sustainability and carbon management); and • digital cyber sector. <p>Delivery would commence from April 2024 with a procurement structure in place early next year via open tender. SWLEP was awaiting confirmation on</p>	



the next steps. SWLEP would be the contract lead and would procure providers to deliver the programme. It was anticipated that providers would also be subject to Ofsted inspection; further feedback would be provided if the bid was successful.

Indicative future dates for 2024:

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 2.20pm

Iain Hatt

Chair

15/01/24