

Members	Paddy Bradley / Amanda Burnside / Sally Burnett / Julia Falaki / Karen Leigh / Mandy Paterson / Jackie Tuckett / Phil Townsend / Peter Wragg
	Observers:
	Others:
	Guests : Katie Cross / Mandy Timbrell
Apologies	Adam Schallamach/ Mike Godfrey
Chair	Amanda Burnside
Minutes	Trudie Clarkson
Venue	Visitor Centre, Wavin Chippenham
Start time	10:30am
Finish time	12:30pm

1.0	Welcome and Introductions, Conflicts of Interest, Apologies	Paper No.	Lead
	Amanda Burnside welcomed everyone, and thanked Peter Wragg for chairing the previous meeting. Karen Leigh (BEIS) was welcomed and explained she was taking over from Alex Crook. No conflicts of interests noted. Apologies received from Adam Schallamach and Mike Godfrey.		AB
2.0	Minutes of the last meeting and matters arising		AB
	Minutes Approved and signed by Amanda Burnside.		
3.0	Update from Skills and Employment Boards	Verbal	MP/JT/ SB
	The key elements on the update from Skills and Employment Boards was that continuity and synergy should be at the forefront of the board. Sally Burnett stated that the group were reviewing the role, and that possibly there will only be two stakeholder meetings rather than subgroups in the future. This will save time, and be more productive and should lead to a more focused action group.		
4.0	HE Strategy overview of work of HE Task Group Update on IoT	Paper 1/2 Paper 3	SB SB
	The overview of the HE Task Group is that it is meeting again in October, and that very positive work has been done, also that a prospectus is reaching its final stage ready for production. Paddy Bradley stated that we should remember we must compete globally. Update on the IoT is that it is now at stage 2, and that the interim Guidance has clarified several things which will aid our understanding of what stage 2 involves. Including a revised timeline which is now for November 2018. In the interim, there is still work		



	<p>to do. The expectation is that IoT delivery will start in year 2019/20 and Capital Funding must be spent by March 2021</p> <p>A steering group is meeting next week, and will give an update at the next meeting.</p>		
5.0	LEP Programme Highlight Reports, Higher Futures Career Enterprise Network	Paper 4 Paper 5	MT JT
	<p>Mandy Timbrell gave a description of the Highlight report, stating that new figures will be ready 30 September. They had developed a local HE offer on the web-site, with nine providers now promoting courses, and achieved over 150 learners on higher and degree apprenticeships. Also, that it had been a very busy and successful summer, including the work on the digi-sheds in Swindon, offering a range of digital courses delivered in an innovative and engaging manner to learners of all levels.</p> <p>Jackie stated that at the CEC National Conference in July they had won awards in the local and national categories. A SWEAN celebration event had been held in July, which was very successful. 39 schools have now completed compass and shared their results with SWEAN. Also, that currently, locally 2.3 out of 8 Gatsby Benchmarks are being fully met, they will continue to support schools in using the new Compass tool to evaluate careers provision against 8 Gatsby Benchmarks.</p>		
6.0	Careers Hub	Presentation	SB/JT
	<p>Following the presentation, it was discussed that the group should decide which four benchmarks to prioritise. Also, Paddy Bradley stated that they should engage with governors of schools/colleges, this will aid the strategic direction. Sally Burnett stated that they are in the process of interviewing this week for the Hub Lead, who will be appointed by October 2018. There will be a Careers Hub Launch at the SWLEP conference, 4 October, and a careers summit Swindon and North Wiltshire 22 November, and South Wiltshire date tbc.</p>		
7.0	Update on Apprenticeship Campaign	Paper 6	JT/SB
	<p>Jackie Tuckett gave a presentation on raising the profile of apprenticeships. It included a localised campaign challenging the apprenticeships myths, and promoted key sectors. It also raised awareness to individuals, parents and SMEs. To aid the data responses a quiz was set, and 97 employers have completed it, along with 311 individuals. These figures were questioned, as currently they cover a wider area than Swindon & Wiltshire. This is being looked at, and hopefully will be rectified to produce correct data for the area. Several guides have been produced which are</p>		



	<p>proving to be very successful. Supply Train currently has a few days left of its contract and some of the proposals are to support the LEP conference, create apprenticeships awareness toolkits and give a final report on the campaign and recommendations for the future.</p> <p>Action: Sally Burnett and Mandy Paterson to liaise regarding BROG business representatives and their members.</p> <p>Action: Julia Falaki is to follow up regarding ASK and contract data regarding Supply Train, which has only a few days remaining of its contract.</p>		
8.0	Update on Industrial Strategy and feedback from Working Group	Verbal	PB
	<p>Paddy Bradley stated that is currently two major strategic works in place. A 2nd refresh of the economic plan for April 2019, which will identify investment priorities. Also regarding the local industrial strategy, evidence is now being gathered from the individual groups. Paddy Bradley also stated that there is potentially a pot of money available due to the EU investment fund, due to the difference in currency from Euro to Sterling. We should have more details October/November.</p>		
9.0	AOB		ALL
	Paddy Bradley and Amanda Burnside to gather OFSTED information ready for the next meeting		
11	Dates of future meeting		TC
	<p>6 November 10:00am-12:00pm, Wiltshire College, Chippenham Campus, Room D002, Chippenham</p> <p>11 January 10:00am-12:00pm Swindon Location/Room TBC</p> <p>5 March 2:30pm-4:30pm Committee Room A&B, Monkton Park</p> <p>1 May 2:30pm-4:30pm Location/Room TBC</p>		
	Meeting closed at 12.30pm		

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