

BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP (BTVLEP)

SKILLS AND EMPLOYABILITY BOARD MEETING

Minutes of a Meeting held on Wednesday 9th May 2018, 10.00 – 12.00 at Buckinghamshire College Group – Aylesbury Campus, Oxford Road, Aylesbury HP21 8PD

Present:	Professor Rebecca Bunting (RB)	Buckinghamshire New University / Chair
	John Spoerry (JS)	University of Buckingham
	Gill Harding (GH)	Buckinghamshire County Council
	Robert Preston (RP)	The Misbourne School
	Mark Wood (MWO)	Reaction Engines
	Mark Warrilow (MWa)	HS2 Ltd
	Sue Brooks (SB)	Adviza
Apologies:	Ailie Smith	Creative Media Skills
	Heather Dean	Buckinghamshire Business First
	Mike Appleyard	Buckinghamshire County Council
	Emma Wilton	NHS Health Education England, Thames Valley
	Martin Reed	Thomas International
	Sue Gale	Adviza
	Jon Wood	DWP
	Dave Oxley	McAfee
	Karen Mitchell	Buckinghamshire College Group
In Attendance:	Jackie Campbell (JC)	BTVLEP Skills Development Manager
	Jim Sims (JS)	The Service Design

	ITEM	ACTION
1	WELCOME AND INTRODUCTIONS Introductions were made.	
2	APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Ailie Smith, Jon Wood, Emma Wilton, Martin Reed, Karen Mitchell, Sue Gale (Sue Brookes deputising), Heather Dean, Ian Barham. Jan White from DWP will be replacing Jon Wood going forward.	
3	MINUTES OF THE MEETING HELD 6TH MARCH Minutes agreed with no further comments.	
4	SECTOR ACTION GROUP REPORT Creative Industries Second meeting taken place – very positive. Constructive discussion around sector data and trends resulting in a key action to commission own survey to produce a more accurate picture. A number of the group interested in Bucks Skills Show. Open Doors event planned for September at Pinewood Studios. Third meeting 27 th June. AS has met key training providers to ensure knowledge sharing and involvement with activities. Currently mapping training provision and creating ‘master list’ of job roles in sector.	

	ITEM	ACTION
	<p>Construction: First meeting 23rd May. Mark Warrilow, Skills Manager – HS2, will chair this group and represent it on the BTVLEP Skills Board. Mark introduced himself and his role at HS2. Useful discussion on skills issues in sector ensued.</p> <p>Space industries: The plan for this sector is to use the already established Westcott Space Board, next meeting 5th June, where skills is already a focus. Mark Wood, COO and Engineering Director – Reaction Engines, is a member of this group and will represent it on the BTVLEP Skills Board</p> <p>Discussion ensued about diversity, especially in construction and space. MW confirmed that this was a key focus for HS2, and that they are actively looking to develop female ambassadors to go into schools. As a rule, apprentices tend to be male, whereas graduates are usually more evenly split.</p>	
5	<p>Leading Places (Gill Harding) GH presented progress report. Although national project concluded in March 2018, the plan is to continue to progress the Bucks initiative and report progress back to LGA</p>	
6	<p>Careers & Enterprise Company – Careers Hub Bid Jim Sims presented the BTVLEP proposal which the members of the skills board agreed to support. However, there was concern about the amount of resource required to bid for relatively low amount of funding – RB wondered if we are not successful whether we could encourage local business to support. The proposal will now be submitted to the BTVLEP board for approval. Submission deadline 25th May. Decision due end of June 2018.</p>	
7	<p>Introduction to Local Digital Skills Partnerships JC outlined the project and confirmed that national lead from DCMS, Gary Coyle, would be presenting at the next Skills Board meeting in July. In the meantime, JC to follow up with GH on what related programmes and activities at BCC.</p>	GH/JC
8	<p>Joining the Dots GH highlighted the issue of many departments, teams and projects ongoing in Bucks and the importance of ‘joining the dots’ to reduce duplication and maximise resources. Members of the Skills Board agreed this was important. RB and JC agreed to devise a communications strategy.</p>	RB/JC
9	<p>Reports</p>	
10	<p>AOB</p>	
8.	<p>CLOSE Date of next meeting: Tuesday 10th July 2018, 10am-12pm at the National Film and Television School, Beaconsfield, Bucks.</p>	

With no other business, the meeting was closed at 12pm.