

BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP (BTVLEP)

SKILLS AND EMPLOYABILITY BOARD MEETING

Minutes of a Meeting held on Tuesday 10th July 2018, 10.00 – 12.00 at the National Film and Television School.

Present:	Professor Rebecca Bunting (RB)	Buckinghamshire New University / Chair
	John Spoerry (JS)	University of Buckingham
	Karen Mitchell (KM)	Buckinghamshire College Group
	Natasha How (NH)	Buckinghamshire County Council
	Robert Preston (RP)	The Misbourne School
	Mark Wood (MWo)	Reaction Engines
	Mark Warrilow (Mwa)	HS2 Ltd
	Sue Brooks (SB)	Adviza
	Emma Wilton (EW)	NHS Health Education England, Thames Valley
	Martin Reed (MR)	Thomas International
	Heather Dean (HD)	Buckinghamshire Business First
	Jan White (JW)	DWP
Apologies:	Ailie Smith	Creative Media Skills
	Gill Harding	Buckinghamshire County Council
	Mike Appleyard	Buckinghamshire County Council
	Sue Gale	Adviza
	Dave Oxley	McAfee
In Attendance:	Jackie Campbell (JC)	BTVLEP Skills Development Manager
	Ian Barham (IB)	BTVLEP
	Lisa McCance (LM)	Shared Intelligence

	ITEM	ACTION
1	WELCOME AND INTRODUCTIONS Introductions were made.	
2	APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Ailie Smith, Sue Gale (Sue Brookes deputising), Dave Oxley, Gill Harding (Natasha How deputising) and Mike Appleyard	
3	MINUTES OF THE MEETING HELD 9th May Minutes agreed with no further comments.	
4	LOCAL INDUSTRIAL STRATEGY Lisa McCance introduced the work on Bucks' Local Industrial Strategy and in particular requested feedback on the emerging five propositions and priority sectors. Entrepreneurship identified as a distinctive characteristic for Bucks. MR commented on service as a sector and its requirement for skills, and the fact that more broadly, focus was required on mental health, confidence and self-esteem, which was endorsed by JW. A discussion ensued on key skills challenges for Bucks – large numbers of 18 year olds leave to study elsewhere; 95% businesses in Bucks are SMEs (a large contingent micros); grammar vs upper schools; how to attract talent into Bucks (inc teachers and health & care to address shortages). LM confirmed that she would return to next board meeting to give an update.	

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5	<p>SECTOR ACTION GROUP REPORT</p> <p>Creative Industries Update on third meeting. Creative Skills Set (CSS), the sector skills council, attended to update group on their activities which included creating a taxonomy of jobs/pathways in sector; skills forecasting service; developing work experience opportunities to ensure new recruits are 'set-ready'. For apprenticeships, 20 new standards to be fast tracked through the IfA and there was a creative industry representative on the new Apprenticeship Stakeholders Board. CSS is preparing a white paper on improving flexibility of apprenticeship structures and funding for creative sector which works with short-term projects and a workforce built on freelancers. The white paper will include a proposal for an Apprenticeship Training Agency. CSS are keen to engage with the SAG to achieve shared and individual goals for skills needs in sector. Events planned include SAG members presenting to Bucks' EAs, Open Doors event at Pinewood 22nd September and the Bucks Skills Show.</p> <p>Construction: Mark Warrilow, Skills Manager – HS2, reported on first meeting on 23rd May. A positive meeting where aims and focus were agreed. Useful discussion on skills issues in sector ensued including apprenticeship standards, funding, apprenticeship training agencies, recruitment challenges for sector. JC mentioned that one employer Decorare had not been able to find appropriate provision for training – this has now been resolved by BCG.</p> <p>Space industries: Mark Wood, COO and Engineering Director – Reaction Engines, presented an update on the Westcott Space Board meeting on the 5th June. The board had agreed to also work as the Sector Action Group. First task was for MWO and JC to make connections with UK Space Agency and explore other space skills projects throughout the country to fully start discussion at second meeting on the 4th Sept.</p> <p>RB was concerned that providers needed to be kept informed of education and skills needs of sectors – JC confirmed that SAG updates will be a regular agenda item and reports need to be distributed to training providers.</p>	
6	<p>Careers & Enterprise Company – Careers Hub Bid JC updated board on successful bid and outlined project requirements to August 2020. Targets will be confirmed by September meeting</p>	
9	<p>Reports</p>	
10	<p>AOB</p>	
8.	<p>CLOSE Date of next meeting: Tuesday 25th September, 11am-1pm at Buckinghamshire New University</p>	

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