

**BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP
(BTVLEP)**

SKILLS AND EMPLOYABILITY BOARD MEETING

Minutes of a Meeting held on Wednesday 24 January 2018 at the New County Offices, Walton Street, Aylesbury HP20 1UY at 10.00 am.

Present:	Professor Rebecca Bunting (RB)	Chair Buckinghamshire New University
	Alistair Lomax (AL)	University of Buckingham
	Gill Harding (GH)	Buckinghamshire County Council
	Sue Gale (SG)	Adviza
	Karen Mitchell (KM)	Aylesbury College
	Heather Dean (HD)	Buckinghamshire Business First
	Paddy Patterson (PP)	BTVLEP
	Jon Wood (JW)	DWP
	Ailie Smith (AS)	Creative Media Skills
Apologies:	Max Hailey	Mix 96
	Emma Wilton	NHS Health Education England, Thames Valley
	Martin Reed	Thomas International
	Ian Barham	BTVLEP
	Robert Preston	The Misbourne School
In Attendance	Jackie Campbell (JC)	BTVLEP Skills Development Manager
	Jack Mentiply	Note Taker, Buckinghamshire County Council

		ACTION
1	WELCOME AND INTRODUCTIONS Introductions were made.	
2	APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Max Hailey, Emma Wilton, Martin Reid, Ian Barham and Robert Preston.	
3	MINUTES OF THE MEETING HELD 7TH NOVEMBER JC mentioned she had spoken to Martin Reed, who is following up on offers of support made at previous meeting – his team are currently pulling together a press release to be distributed to the Thomas client base, supporting the Sales Apprentice Challenge and offering potential work experience opportunities JC also discussed working with HD on improving links to the BBF membership base All other previous minutes agreed with no further comments.	

		ACTION
4	<p>SKILLS BOARD FOCUS GOING FORWARD, POLICY UPDATES, RECRUITMENT AND MEMBERSHIP PROCESSES, AND NEW MEMBERS PROPOSALS</p> <p>JC presented the current situation and forward focus for the Skills Board taking into consideration recent policy influences, and the updated Terms of Reference which were approved.</p> <p>New members Ailie Smith - Creative Media Skills; Jon Wood – DWP and Alistair Lomax (deputising for John Spoerry) – University of Buckingham were all welcomed voted in as per the agreed Skills Board’s Terms of Reference.</p> <p>JC had also spoken to Mark Wood, COO of Reaction Engines based in Abingdon – with their new test facility opening in Westcott Enterprise Zone within the next couple of years and proposed him as a new member for engineering which was agreed.</p> <p>Sector Action Groups are being set up for six identified growth sectors, and the Creative Industries one is set to meet on the 8th February.</p> <p>RB informed the group that a Vice Chair for the Board Meetings is required as per the Terms of Reference, and anyone who wishes to express interest in this position can contact JC via email.</p>	JC to follow up
5	<p>BUCKINGHAMSHIRE SKILLS WORK PROGRAMMES FOR 2018</p> <p>AS gave a presentation as an introduction to her involvement with the Skills Board and her business Creative Media Skills.</p> <p>A discussion ensued on the creative industries, local provision, recruitment and skills issues and the new Creative Industries Sector Action Group, which AS will Chair.</p> <p>It was noted that many people are not aware of the extent and variety of roles in the creative/film industry, and more work is required to raise awareness of careers and pathways. AS agreed and raised the idea of creating a “family tree” of jobs available, perhaps through the SAG, and also said she would like also to create a short film following people within the different areas of the industry.</p> <p>JC mentioned that the recent career day event at Pinewood was very well attended.</p>	
5.2	<p>CAREER INFORMATION, ADVICE AND GUIDANCE IN BUCKS SCHOOLS IN RELATION TO THE NEW CAREERS STRATEGY AND SCHOOLS STATUTORY GUIDANCE – SUE GALE</p> <p>SG gave a presentation on the above with regards to Bucks schools, and also covered the 8 Gatsby Benchmarks.</p>	

		ACTION
	A short discussion at the end of the presentation focussed on Adviza's E-Clips platform and the NCS.	
5.3	<p>APPRENTICESHIP PROGRAMME SEPT 2017–SEPT 2018 BRIEFING BY PADDY PATTERSON</p> <p>PP presented the newly created evidence pack for apprenticeships in Buckinghamshire, mapping current activity, challenges and trends.</p>	
7	<p>AOB</p> <p>JW advised that some of their DWP Advisors had been having issues with getting in to Bucks schools – Discuss in next meeting. Mark Wood will also be in attendance for the next meeting.</p>	
8.	<p>CLOSE</p> <p>Date of next meeting: Tuesday 6th March 2018 10am-12pm at Bucks New University, High Wycombe Campus, Queen Alexandra Rd, High Wycombe HP11 2JZ</p>	

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