

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 11 March 2021

Time: 9.30am – 11.30am

Venue: Via video / teleconference using Microsoft Teams link on calendar invite

Name	Role	Attendance
Mike Ashworth (MA)	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	
Amanda Burnside (AB)	Chair of Subgroup, SWLEP Board Director and Principal of Wiltshire College & University Centre	✓
Iain Hatt (IH)	Wiltshire College & University Centre	Apologies
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Georgina Keily-Theobald OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	(IT) ✓
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	✓
Karen Leigh (KL)	SWLEP's BEIS Representative	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Name yet to be advised	Chair of the Swindon skills and employment board	
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Karen Taylor (KT)	DWP	✓
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	

Name	Role	Attendance
Peter Wragg (PW)	SWLEP Board Director and Deputy Chair	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Maj Claire Hall (CH)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	✓
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	Tentative
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	✓
Guests		
Major Christopher Hart (CH)	MoD	✓
Dragana Houston (DH)	SWLEP	✓
Denise O'Leary (DOL)	Purpol Marketing	✓
Amanda Peach (AP)	SWLEP Skills Advisor	
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	
Chair:	Amanda Burnside (AB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.	9.30am	Welcome, introductions and Conflicts of Interest		AB
2.1	9.35am	Minutes of the meeting of 14 January 2021	Paper 2.1	AB
2.2		Matters arising: From previous meeting on 14 January: <ul style="list-style-type: none"> Skills report - Subgroup members to contact DH on initial feedback of the report or additional case studies by 25 January if to be included in the first draft. COMPLETED MP to pass apartments contact to CK for consideration on the accommodation list for the Institute of technology (IoT). 		

Item	Timing	Topic	Papers	Lead
		<ul style="list-style-type: none"> AB to provide contact details of new marketing person for Wiltshire College & University Centre to MT to forge links. 		
3.	9.40am	Skills & Talent Subgroup Terms of Reference review	Paper 3	
4.	9:45am	Skills Plan White Paper	Paper 4	AB/PB
5.	10.00am	Local Skills Report	Paper & Presentation	DH
6.	10.20am	Careers Hub update	Verbal	ST
7.	10.30am	Education & Skills Funding Agency (ESFA) update	Verbal	MA
8.	10.40am	Update on local initiatives including: <ul style="list-style-type: none"> Kickstart SWLEP Denise O'Leary – Purpol Marketing 	Verbal Verbal	AP DOL
9.	10.55am	Labour Market Intelligence (LMI) - jobs growth in areas of demand.	Presentation	DH
10.	11.10am	Update on Institute of Technology (IoT) <ul style="list-style-type: none"> timeline, curriculum and communications plan. 	Verbal	CK
11.	11.15am	National Apprenticeship Week report – how did it go?	Verbal and video presentation	MT / SB
12.	11.25am	AOB	Verbal	ALL
		Date of next meeting Thursday, 20 May – 10am -12 noon Via video / teleconference call		
		Future meetings: Thursday, 15 July – 10am -12 noon Monday, 13 September – 10am – 12 noon Thursday, 11 November – 9.30am – 11.30am All meetings will take place via video / teleconference call until further notice.		
	11.30am	Close of meeting		