

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 11 November 2021

Time: 9:30am – 11:30am

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

Name	Role	Attendance
Alison Thorpe	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director, Qinetiq	Apologies
Iain Hatt (IH)	Wiltshire College & University Centre	✓
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)	Apologies (IT)
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	
Carole Kitching (CK) - Chair	SWLEP Board Director and Principal, New College Swindon	✓
Anwen Jones (AJ)	SWLEP's BEIS Representative	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Karen Taylor (KT)	DWP	
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills and SWLEP Skills Lead	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Rick Kavanagh (RK)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	✓

Name	Role	Attendance
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		
Dragana Houston (DH)	SWLEP	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
Amanda Peach (AP)	SWLEP Enterprise and Skills Adviser	✓
Laura Arlott (LA)	SWLEP Enterprise and Skills Adviser	✓
Col Nev Holmes (NH)	Commander South West	✓
Heather Thompson (HT)	The Duke of Edinburgh's Award	✓
James Tindale (JT)	Emsi	✓
Chair:	Carole Kitching (CK)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	9.30am	Welcome, introductions and Conflicts of Interest		CK
2.1	9.35am	Minutes of the meeting of 13 September 2021	Paper 2.1	CK
2.2		Matters arising: From previous meeting on 13 September: <ul style="list-style-type: none"> Information on the short courses available at the Institute of Technology was requested so attendees could promote. Group members to send event details to PB so he could draft an event schedule. Kickstart numbers 	Paper 2.2	CK AP
3.0	9.40am	The Duke of Edinburgh's Award	Presentation	HT
4.0	10.00am	Skills Plan White Paper	Verbal	CK
5.0	10.05am	Budget 2021: provision for skills development	Presentation	PB

Item	Timing	Topic	Papers	Lead
6.0	10.20am	Careers Hub update	Presentation	ST
7.0	10.30am	Labour Market Intelligence (LMI)	Presentation	DH / JT
8.0	10.45am	Business Action Plan Performance Q2 Summary	Paper 8.0	DS
	11am	Two Minute Silence		
9.0	11.05am	Plan for Growth update	Verbal	DS
10.0	11.10am	Local Skills Report and structure of Skills Plan 2021-22	Presentation	DH
11.0	11.25am	Looking ahead to the next meeting – Skills for the Green Economy	Verbal	CK
12.0	11.30am	AOB	Verbal	ALL
		Date of next meeting Wednesday, 12 January – 10am to 12noon Via video / teleconference call		
		Meetings for 2022 Tuesday, 8 March – 2pm to 4pm Thursday, 19 May – 10am to 12noon Thursday, 14 July – 10am to 12noon Wednesday, 14 September – 10am to 12noon Wednesday, 9 November – 10am to 12noon All meetings will take place via video / teleconference call until further notice.		
	11.30am	Close of meeting		