

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Monday, 13 September 2021

**Time:** 10am – 12 noon

**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	✓
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)	IT - tentative
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)	✓
Karen Taylor (KT)	DWP	
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills and SWLEP Skills Lead	✓
<b>Employers</b>		
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	Apologies
<b>Guests</b>		
Dragana Houston (DH)	SWLEP	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	✓
Chris Baish (CB)	MD Swindon and Wiltshire institute of Technology (IoT)	
Amanda Peach (AP)	SWLEP Enterprise and Skills Adviser	Apologies
<b>Chair:</b>	Carole Kitching (CK)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	10am	Welcome, introductions and Conflicts of Interest		CK
2.1	10.05am	Minutes of the meeting of 15 July 2021	Paper 2.1	CK
2.2		<p><b>Matters arising:</b></p> <p>Carry forward from meeting of 11 March:</p> <ul style="list-style-type: none"> <li>KT and DOL to establish contact to harness Denise's enthusiasm to pass on to DWP's work coaches. KT was absent from the meeting. <b>DKH to check prior to the next meeting. Email sent 26 May. As yet no response.</b></li> </ul> <p>From previous meeting on 15 July:</p> <ul style="list-style-type: none"> <li>Following discussion on the item on the Careers Hub, <b>ST to provide names of QinetiQ Enterprise Advisers to DG. COMPLETED.</b></li> <li>Following discussion on the Kickstart programme <b>PB to draft a letter to Justin Tomlinson under CK's signature</b> requesting the Kickstart programme extends beyond its planned closure in December 2021. <b>LETTER INCLUDED IN PACK OF PAPERS</b></li> </ul>	Paper 2.2	ST PB

Item	Timing	Topic	Papers	Lead
3.0	10.10am	Skills Plan White Paper and update on Skills Acceleration Programme	Verbal	CK
4.0	10.20am	Careers Hub update	Presentation	ST
5.0	10.40am	Labour Market Intelligence (LMI) - jobs growth in areas of demand	Presentation	DH
6.0	11.00am	The Institute of Technology (IoT) update	Verbal	CB / CK
7.0	11.05am	Kickstart Programme update <ul style="list-style-type: none"> <li>Information about take up and programme challenges</li> </ul>	Verbal	PB
8.0	11.10am	Apprenticeship Strategy	Presentation	PB / DH
9.0	11.30am	Skills Plan 2021-22 <ul style="list-style-type: none"> <li>LMI</li> <li>Apprenticeships</li> <li>Careers Hub</li> </ul>	Verbal	PB
10.0	11.40am	Events for the year ahead to summer 2022	Verbal	PB
11.0	11.50am	AOB	Verbal	ALL
		<b>Date of next meeting</b> Thursday, 11 November 2021 – 9.30am to 11.30am  Via video / teleconference call		
		<b>Future meetings:</b>  <b>Meetings for 2022</b> Wednesday, 12 January – 10am to 12noon 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.		
	<b>12 noon</b>	<b>Close of meeting</b>		