

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 14 January 2021

Time: 2pm – 4pm

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	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Georgina Keily-Theobald OR Ian Tucker	representing Wiltshire Association of Secondary School Heads (WASSH)	✓
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	Tentative
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	
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Lt Col Duncan Attwell	MoD	✓
Katie Cross (KC)	Wiltshire Council	
Dragana Houston (DH)	SWLEP	
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.	2pm	Welcome, introductions and Conflicts of Interest		AB
2.	2.05pm	Minutes of the meeting of 9 November 2020 Matters arising: <ul style="list-style-type: none"> CK to provide updates at the next meeting of the Institute of Technology and the merger of Swindon College and New College. ON AGENDA Kickstart backlog, employers in danger of dropping off the scheme. KT advised that she would raise this issue with her manager as resources were being diverted to get more applications through the system. 	Paper 2	AB
Item	Timing	Topic	Papers	Lead



		<ul style="list-style-type: none"> • How many of SMEs had managed to start the programme? KL would ascertain what she could and report back. • Engagement Officer within the Army HQ South West which used long-established recruiting methods and could be of benefit. KT and CH to take offline. • KT to provide more information on other Gateway organisations' figures to DKH when available to be circulated. • A deeper and richer engagement with Universities than previously which we needed to harness. AB, PB and CK to take offline. • Interest was expressed in investigating the proposal of a Study Higher group and joining up as one group across Swindon and Wiltshire. MT and SB to discuss offline. • MT to update Skills Plan. COMPLETED 		
3.	2.15pm	Local Skills Report	Presentation	DH
4.	2.45pm	Update on local initiatives including: <ul style="list-style-type: none"> • Kickstart and • Restart 	Verbal	KT
5.	2.55pm	Labour Market Intelligence (LMI) - jobs growth in areas of demand.	Presentation	DH
6.	3.05pm	Update on Institute of Technology (IoT) <ul style="list-style-type: none"> • timeline, • curriculum and • communications plan. Update on the merger of Swindon College and New College	Presentation Verbal	CK
7.	3.20pm	SWLEP developments – skills opportunities	Verbal	PB
8.	3.30pm	National Apprenticeship Week plans	Verbal	MT / SB
9.	3.40pm	Careers Hub spending plans	Verbal	ST
10.	3.55pm	AOB	Verbal	ALL
		Date of next meeting Thursday, 11 March 2021 – 9.30am - 11.30am Via video / teleconference call		

Item	Timing	Topic	Papers	Lead
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		Future meetings: Thursday, 20 May – 10am -12 noon 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.		
	4pm	Close of meeting		