

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Thursday, 15 July 2021

**Time:** 10am – 12 noon

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

Name	Role	Attendance
Mike Ashworth (MA)	DfE	Apologies
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	Apologies
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)	✓
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	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	✓
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, Head Employment and Skills and SWLEP Skills Lead	Apologies
<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	✓
<b>Guests</b>		
Dragana Houston (DH)	SWLEP	✓
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	
Morag Sullivan (MS)	Representing Swindon Borough Council in Sally Burnett's absence	✓
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	✓ - joining approx 11am
Daniel Rhind-Tutt (DR-T)	Salisbury & District Chamber	
Dan Collins (DC)	Salisbury BID	
<b>Chair:</b>	Carole Kitching (CK)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.	10am	Welcome, introductions and Conflicts of Interest		CK
2.1	10.05am	Minutes of the meeting of 20 May 2021	Paper 2.1	CK
2.2		<b>Matters arising:</b> Carry forward from meeting of 11 March: <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> <li>owing to MT's absence, the Chair requested the results of Wiltshire Council's National Apprenticeship Week for the next meeting. <b>MT is away from work until the early summer. Carry forward. Information will be sent with the papers.</b></li> </ul>		

Item	Timing	Topic	Papers	Lead
		From previous meeting on 20 May: <ul style="list-style-type: none"> <li>• PB to ensure that all Growth Hub Business Navigators had knowledge about free skills provision available. <b>Business Navigators have been briefed on skills provision and SWLEP has increased its capacity to provide workforce development advice to businesses through the appointment of a second Skills and Enterprise Adviser. COMPLETE.</b></li> <li>• CB and IH to have conversation to avoid duplication regarding a bid for the Institute of Coding mainly around agriculture and agri-tech.</li> </ul>		
3.0	10.10am	Skills Plan White Paper and update on Skills Acceleration Programme <ul style="list-style-type: none"> <li>• Update on the progress of the Skills White Paper through Parliament. Possible update on the outcomes of the Local Skills Improvement Plan trailblazer bids for our area.</li> </ul>	Verbal	CK
4.0	10.20am	Careers Hub update <ul style="list-style-type: none"> <li>• Current performance</li> <li>• Update on:               <ul style="list-style-type: none"> <li>○ Work to develop a comprehensive package of work experience, both virtual and face to face</li> <li>○ Outcomes of bids for funding of new projects.</li> </ul> </li> </ul>	Presentation	ST
5.0	10.35am	Labour Market Intelligence (LMI) - jobs growth in areas of demand	Presentation	DH
6.0	11am	The launch of the Institute of Technology (IoT)	Presentation	CB / CK
7.0	11.20am	Kickstart Programme <ul style="list-style-type: none"> <li>• Information about take up and programme challenges</li> </ul>	Verbal	AP
8.0	11.30am	Skills Plan 2021-22	Verbal	PB / DH
9.0	11.40am	Apprenticeship Strategy	Verbal	PB
10.0	11.50am	AOB	Verbal	ALL



		<b>Date of next meeting</b> Monday, 13 September – 10am – 12 noon Via video / teleconference call		
		<b>Future meetings:</b> Thursday, 11 November – 9.30am – 11.30am  All meetings will take place via video / teleconference call until further notice.		
	12 noon	Close of meeting		