

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 20 May 2021

Time: 10am – 11.55am

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 (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	IT - tentative
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

Name	Role	Attendance
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	
Rick Kavanagh (RK)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	✓
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	Apologies
Matt Leach (ML)	Beards Construction	Tentative
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Chris Baish (CB)	MD, Institute of Technology (IoT)	
Dragana Houston (DH)	SWLEP	
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	
Courtney Sweet (CSw)	SWLEP	
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	
Chair:	Amanda Burnside (AB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.	10am	Welcome, introductions and Conflicts of Interest		AB
2.1	10.05am	Minutes of the meeting of 11 March 2021	Paper 2.1	AB
2.2		Matters arising: From previous meeting on 11 March: <ul style="list-style-type: none"> the Subgroup's Terms of Reference was to be reissued with amendments to the list of membership organisations. COMPLETED Skills White Paper - item to be maintained on agenda and responses and feedback would be shared. ON AGENDA JS to make the link between the apprenticeship lead and the ASK programme in case this had not yet been established. IT to establish contact with ST and MH to remind Wiltshire Schools to stay engaged with the ASK programme. 		

Item	Timing	Topic	Papers	Lead
		<ul style="list-style-type: none"> KT offered to hold a conversation offline with PB and AP to assist in the issues with Kickstart for SWLEP. KT and DOL to establish contact to harness Denise's enthusiasm to pass on to DWP's work coaches. ST and DOL to look at joint working to give inspiration to young people. MP and DOL to establish contact to share names of businesses which may be looking for digital marketing executives. MA and PB to meet ahead of the next meeting to discuss Skills White Paper progress and input for 20 May. owing to MT's absence, the Chair requested the results of Wiltshire Council's National Apprenticeship Week for the next meeting. MT is away from work until the early summer 		
3.0	10.15am	<p>Skills Plan White Paper and update on Skills Acceleration initiatives and FE Collaboration project</p> <ul style="list-style-type: none"> Discussions with potential bidders for local skills improvement plans (LSIPs) covering all or part of our area and associated Strategic Development Fund bids. 	Verbal	PB / CK / AB
4.0	10.30am	<p>Careers Hub update</p> <ul style="list-style-type: none"> Current performance Project involving the Transforming Society organisation Work to develop a comprehensive package of work experience, both virtual and face to face Potential new projects: <ul style="list-style-type: none"> Research and development opportunity Improving prospects for those not in education, employment or training 	Presentation	ST
5.0	10.50am	<p>Education & Skills Funding Agency (ESFA) update to include:</p> <ul style="list-style-type: none"> the Queen's Speech and Skills; proposed legislation to extend the concept of the student loan scheme into a lifetime opportunity; and FE Bill due 18 May. 	Verbal	MA
6.0	11.05am	<p>Labour Market Intelligence (LMI) - jobs growth in areas of demand</p>	Presentation	DH

Item	Timing	Topic	Papers	Lead
7.0	11.25am	Update on Institute of Technology (IoT) <ul style="list-style-type: none"> • timeline, • curriculum and • communications plan. 	Verbal	CB
8.0	11.40am	Handover of Chairing of the Group: <ul style="list-style-type: none"> • farewell to Amanda Burnside; and • welcome to Carole Kitching 	Verbal	ALL
9.0	11.50am	AOB	Verbal	ALL
		Date of next meeting Thursday, 15 July – 10am -12 noon Via video / teleconference call		
		Future meetings: 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.		
	11.55am	Close of meeting		