

AGENDA

Swindon and Wiltshire Careers Hub Steering Group

Date: Thursday, 19 September 2019

Time: 1.00pm – 2.30pm

Venue: Committee Room B, Wiltshire Council offices, Monkton Park, Chippenham, SN15 1ER

Attending:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Daniel Baker (DBa), representing Lead School Daniel Busson (DB), Lead Employer Katie Cross (KC), Wiltshire Council representing Shona Taylor Scott Green (SG), CEC Mandy Timbrell (MT), Wiltshire Council
Apologies:	Alison Simpson (AS), Lead School Shona Taylor (ST), Careers Hub Lead
Guests:	
Chair:	Paddy Bradley
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Paper	Lead
1.	1.00pm	Welcome and apologies		PB
2.	1.05pm	<ul style="list-style-type: none"> Minutes of the meeting on 16 May 2019 Matters arising 	Paper 2.1	PB PB
3.	1.10pm	<ul style="list-style-type: none"> Careers Hub Highlight Report 	Paper 3.0	KC
4.	1.20pm	Performance Review <ul style="list-style-type: none"> Review of year 1 and RAG of schools Performance targets for year 2 	4.1 4.2	KC / SG
5.	1.40pm	Priorities and approach moving forward		KC / SG
6.	1.50pm	Role of EAs and employer engagement role of SWLEP		KC / PB
7.	1.55pm	Cornerstone employers		KC / DB
8.	2pm	Overview of budget		KC
9.	2.10pm	Allocation of funding	Paper 9.0	KC

Item	Timing	Topic	Paper	Lead
10.	2.15pm	Related commissions <ul style="list-style-type: none"> • Careers Guidance • Primary work etc 		KC
11.	2.25pm	AOB		ALL
		<p>Next Meeting: Tuesday, 10 December 2019, 9am-10.30am Bewley Room, Monkton Park, Chippenham, SN15 1ER</p> <p>Future Meetings for 2020 Following the format for 2019, meetings will be scheduled as follows:</p> <ul style="list-style-type: none"> • February 2020 • May 2020 • September 2020 • December 2020 		

Membership:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council Mandy Timbrell (MT), Wiltshire Council Shona Taylor (ST), Careers Hub Lead Alison Simpson (AS) / Daniel Baker, Lead School Daniel Busson (DS), Lead Employer Scott Green (SG), CEC
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