

AGENDA

Swindon and Wiltshire Careers Hub Steering Group

Friday, 30 November 2018

9.00am – 10.30am

Venue: Langley Room in Monkton Park, Chippenham, SN15 1ER

Membership:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Jackie Tuckett (JT), Wiltshire Council Shona Taylor (ST), Careers Hub Lead Alison Simpson (AS), Lead School Daniel Busson (DS), Lead Employer Shelley Cook (SC), Swindon Borough Council Scott Green (SG), CEC
Observers:	
In Attendance:	
Apologies:	
Guests:	
Chair:	Paddy Bradley
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Lead
1.	9am	Welcome and Introductions	PB
2.	9.10am	Swindon and Wiltshire Careers Hub overview	ST
3.	9.40am	Terms of reference and wider group membership	SB
4.	10am	Careers and Enterprise Company and the Swindon and Wiltshire Enterprise Adviser Network <ul style="list-style-type: none"> feedback from annual review 	SG
5.	10.20am	Hub targets and future reporting	SB/ST
6.	10.40am	AOB	PB
7.	10.45am	Future meeting arrangements	PB