

AGENDA

SWLEP Skills & Talent Subgroup

Date: Friday, 19 July 2019

Time: 9am – 11am

Venue: Bewley Room, c/o Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Attending:	Sally Burnett (SB) Paddy Bradley (PB) Karen Leigh (KL) Vicky Lukins (VL) - tentative Mandy Timbrell (MT) Peter Wragg (PW) Mandy Paterson (MP) Maria Hamblin (MH) / Camilla Radcliffe (CR)
Guests:	Katie Cross (KC) – tentative / Helean Hughes (HH) - tentative / Shona Taylor (ST)
Apologies:	Amanda Burnside (AB) / Morag Sullivan (MS) / Phil Townsend (PT)
Chair:	Paddy Bradley (PB)
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Papers	Lead
1.	9am	Welcome and Introductions		PB
2.	9.05am	<ul style="list-style-type: none"> Minutes of the meeting of 16 May 2019 (presentations included) matters arising and Conflicts of Interest 	Paper 2 Paper 2.1 and 2.2	PB
3.	9.30am	Higher Futures Highlight Report	Paper 3	MT
4.	9.40am	SWEAN and Careers Hub <ul style="list-style-type: none"> Highlight Report Minutes of Careers Hub Steering Group meeting of 16 May 2019 	Paper 4.1 Paper 4.2	ST ST
5.	10am	Local Industrial Strategy (LIS) – update on status owing to accelerated publication date by Government	Paper 5	PB
6.	10.55am	AOB		ALL
		Date of next meeting Tuesday, 10 September 2019, 10am-12 noon Bewley Room, Monkton Park		

Item	Timing	Topic	Papers	Lead
		Future meetings: Tuesday, 10 September 2019, 10am-12 noon Bewley Room, Monkton Park Monday, 4 November 201, 2pm-4pm Committee Rooms B&C, Monkton Park		
	11am	Close of meeting		

Membership:	Amanda Burnside (AB) – Chair and Principal of Wiltshire College Sally Burnett (SB) – SWLEP Skills Lead Paddy Bradley (PB) – Director, SWLEP Mandy Timbrell (MT) – Wiltshire Council, Acting Head Employment and Skills Mandy Paterson (MP) – Inspire and Chair of Wiltshire skills, education, employment skills board Vicky Lukins (VL) – Gloucester and Wiltshire Partnership of Training Providers Chair of the Swindon skills and employment board – name yet to be advised Phil Townsend (PT) – Business representative Camilla Radcliffe (CR) / Maria Hamblin (MH) – School representative Peter Wragg (PW) – SWLEP Board member, Deputy Chair Karen Leigh (KL) – SWLEP BEIS Representative
Guests:	Katie Cross (KC) / Helean Hughes (HH) / Morag Sullivan (MS) / Shona Taylor (ST)