

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Monday, 4 November 2019

**Time:** 2pm – 3.30pm

**Venue:** Committee Rooms B&C, Monkton Park, Chippenham, SN15 1ER

|                   |   |
|-------------------|---|
| <b>Attending:</b> | Mike Ashworth (MS)<br>Paddy Bradley (PB)<br>Sally Burnett (SB)<br>Amanda Burnside (AB)<br>Matt Eade (ME)<br>Ian Gardener (IG)<br>Iain Hatt (IH)<br>Helean Hughes (HH)<br>Guy Keith-Miller (GKM)<br>Carole Kitching (CK)<br>Matt Leach (ML)<br>Karen Leigh (KL)<br>Andrew Lord (AL)<br>Vicky Lukins (VL)<br>Ash Nandurkar (AN)<br>Mandy Paterson (MP)<br>Jean Scrase (JS)<br>Andrew Steele (AS)<br>Phil Townsend (PT)<br>Steve Wain (SW) - tentative<br>Adam Wallbank (AW)<br>Peter Wragg (PW) |
| <b>Guests:</b>    | Katie Cross (KC) / Shona Taylor (ST) / Keeran Vetriko (KV)  |
| <b>Apologies:</b> | Carole Kitching (CK)<br>Ruth Lambert (RL)<br>Mandy Timbrell (MT) – representing Helean Hughes   |
| <b>Chair:</b>     | Amanda Burnside (AB)  |
| <b>Minutes:</b>   | Deborah House (DKH)   |

| Item | Timing | Topic  | Papers  | Lead |
|------|--------|--|---------|------|
| 1.   | 2pm    | Welcome and Introductions  |         | AB   |
| 2.   | 2.05pm | Minutes of the meeting of 10 September 2019 <ul style="list-style-type: none"> <li>matters arising and</li> <li>Conflicts of Interest</li> </ul> | Paper 2 | AB   |

| Item | Timing | Topic   | Papers       | Lead |
|------|--------|---|--------------|------|
| 3.   | 2.20pm | Recommendations from the SAP Analysis Toolkit   | Presentation | PB   |
| 4.   | 2.50pm | Structure for the Skills Plan   | Paper 4      | PB   |
| 5.   | 3.20pm | AOB   |              | ALL  |
|      |        | <b>Date of next meeting</b><br>January 2020 TBA   |              |      |
|      |        | <b>Future meetings: TBA</b><br>March 2020<br>May 2020<br>July 2020<br>September 2020<br>November 2020 |              |      |
|      | 12noon | Close of meeting  |              |      |



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| <b>Membership:</b> | <p>Amanda Burnside (AB) – Chair and Principal of Wiltshire College &amp; University Centre</p> <p>Sally Burnett (SB) – Swindon Borough Council Skills Lead</p> <p>Helean Hughes (HH) – Director, Education &amp; Skills, Wiltshire Council</p> <p>Paddy Bradley (PB) – Director, SWLEP</p> <p>Steve Wain (SW) – Principal, Swindon College</p> <p>Carole Kitching (CK) – Principal, New College Swindon</p> <p>Iain Hatt (IH) - Wiltshire College</p> <p>Mandy Paterson (MP) – Inspire and Chair of Wiltshire skills, education, employment skills board</p> <p>Vicky Lukins (VL) – Gloucester and Wiltshire Partnership of Training Providers</p> <p>Chair of the Swindon skills and employment board – name yet to be advised</p> <p>Peter Wragg (PW) – SWLEP Board Director, Deputy Chair</p> <p>Karen Leigh (KL) – SWLEP BEIS Representative</p> <p>Mike Ashworth (MA) – DfE</p> <p>Ian Gardener (IG) – DWP</p> <p>Andrew Steele (AS) – representing SASH</p> <p>Representative from WASSH -name to be advised after 16 October</p> <p>Guy Keith-Miller – representing HEI Pathways &amp; Provisions Group</p> <p>Andrew Lord – Alabaré</p> <p><b>Employers</b></p> <p>Representative from Gooding Accounts</p> <p>Matt Eade - Representative from MoD</p> <p>Ruth Lambert (RL) – Business Representative Organisations’ Group (BROG)</p> <p>Matt Leach - Beards Construction</p> <p>Ash Nandurkar - Wavin</p> <p>Jean Scrase - NHS Salisbury</p> <p>Phil Townsend (PT) – Littelfuse</p> <p>Adam Wallbank - Siemens</p> |
| <b>Guests:</b>     | <p>Katie Cross (KC)*</p> <p>Shona Taylor (ST)*</p> <p>Keera Vetriko (KV)</p> <p>Mandy Timbrell (MT) – Wiltshire Council, Acting Head Employment and Skills – representing Helean Hughes</p> <p><br/>*=when required</p>   |