

## AGENDA

### Swindon & Wiltshire Careers Hub Steering Group

Tuesday, 17 September 2020

1pm – 3pm

Venue: via conference call

<b>Attending:</b>	Paddy Bradley (PB) Sally Burnett (SB) Daniel Busson (DBS) Steve Haines (SH) Tina Pagett (TP) Scott Green (SG) Shona Taylor (ST) Mandy Timbrell (MT) Amanda Walton (AW)	SWLEP Chief Executive SWLEP Skills Lead Lead Employer, Capita WFM Wiltshire Council Lead SEND Provider, Fairfield Farm College CEC Wiltshire Council, Careers Hub Lead Wiltshire Council and SWLEP Skills Lead Lead College/Post 16, New College, Swindon
<b>Apologies:</b>	Louise Stanton (LS) - Lead School, Malmesbury School	
<b>Guests:</b>	Dragana Houston (DH)	
<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.	1pm	Welcome and apologies		PB
2.	1.05pm	Minutes of the meeting on 2 June 2020, matters arising and Action Log	Paper 2.1 Paper 2.2	PB
3.	1.25pm	Summary of performance against target <ul style="list-style-type: none"> <li>• Year 3 KPIs/Targets</li> <li>• Compass update</li> </ul>	Paper 3.1 Paper 3.2 Paper 3.3 Paper 3.4	ST/SG
4.	1.50pm	Virtual Employer Conference: feedback and lessons learned	Verbal	ST/SH
5.	2pm	Website update	Verbal	SH
6.	2.10pm	Year 3 implementation	Paper 6	ST

Item	Timing	Topic	Paper	Lead
7.	2.15pm	Finance: CEC Transitions Fund activity <ul style="list-style-type: none"> <li>• Development Fund</li> </ul>	Presentation  Paper 7	ST
8.	2.55pm	<b>AOB</b>	Verbal	ALL
		<p><b>Next Meeting:</b> Thursday, 10 December - 10am to 12noon</p> <p><b>Proposed Future Meeting dates for 2021:</b> Thursday, 11 February 2021 – am / pm Thursday, 13 May 2021 - pm Thursday, 8 July 2021 – am / pm Thursday, 16 September 2021 - pm Thursday, 9 December 2021 - pm</p>		
9.		<b>Meeting close 3pm</b>		

<b>Membership:</b>	<p>Paddy Bradley (PB), SWLEP Chief Executive Sally Burnett (SB), Skills Lead, Swindon Borough Council Daniel Baker (DBK) or Louise Stanton (LS), Lead School, Malmesbury School Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College Amanda Walton (AW), Lead College/Post 16, New College, Swindon Daniel Busson (DBS), Lead Employer, Capita WFM Scott Green (SG), CEC Shona Taylor (ST), Wiltshire Council, Careers Hub Lead Steve Haines (KC), Wiltshire Council Mandy Timbrell (MT), Wiltshire Council and SWLEP Skills Lead</p>
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