

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Tuesday, 10 September 2019

**Time:** 10am – 12noon

**Venue:** Chippenham Golf Club, The Club House, Malmesbury Road, Chippenham, SN15 5LT

<b>Attending:</b>	Amanda Burnside (AB) Paddy Bradley (PB) Karen Leigh (KL) Vicky Lukins (VL) - tentative Mandy Paterson (MP) Steve Wain (SW) – tentative Carole Kitching (CK) Mike Ashworth (MA) – tentative Iain Hatt (IH) Ash Nandurkar (AN) Jean Scrase (JS) Phil Townsend (PT) Andrew Steele (AS) Matt Leach (ML) – arrival between 10-10.30am
<b>Guests:</b>	Maria Horton (MH), Swindon Borough Council – representing Sally Burnett Dragana Houston (DH), SWLEP LIS Manager Maik T Schneider, (MS) – University of Bath Mandy Timbrell (MT) – representing Helean Hughes
<b>Apologies:</b>	Sally Burnett (SB) / Katie Cross / Ian Gardener / Helean Hughes (HH) / Ruth Lambert (RL) / Shona Taylor (ST) / Peter Wragg (PW)
<b>Chair:</b>	Amanda Burnside (AB)
<b>Minutes:</b>	Deborah House (DKH)

Item	Timing	Topic	Papers	Lead
1.	10am	Welcome and Introductions		AB
2.	10.05am	Minutes of the meeting of 19 July 2019 <ul style="list-style-type: none"> <li>• matters arising and</li> <li>• Conflicts of Interest</li> </ul>	Paper 2	AB
3.	10.15am	New ways of working: <ul style="list-style-type: none"> <li>• Swindon &amp; Wiltshire Skills Infrastructure</li> <li>• Skills Group Role Overview</li> </ul>	Paper 3.1  Verbal	AB / PB  PB
4.	10.45am	Local Industrial Strategy (LIS) <ul style="list-style-type: none"> <li>• SAP analysis update</li> </ul>	Presentation	PB / DH / MS

Item	Timing	Topic	Papers	Lead
5.	11.25am	Higher Futures Highlight Report	Paper 5	MT
6.	10.35am	Careers Hub Highlight Report	Paper 6	PB
7.	11.45am	AOB		ALL
		<b>Date of next meeting</b> Monday, 4 November 2019, 2pm-4pm Committee Rooms B&C, Monkton Park		
		<b>Future meetings: TBA</b> February 2020 April 2020 June 2020 August 2020 October 2020 December 2020		
	12noon	Close of meeting		



<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 WASH</p> <p>Representative from HEI Pathways &amp; Provisions Group</p> <p>Representatives from the Voluntary Sector</p> <p><b>Employers</b></p> <p>Jean Scrase - NHS Salisbury</p> <p>Representative from Siemens</p> <p>Representative from Gooding Accounts</p> <p>Matt Leach - Beards Construction</p> <p>Ash Nandurkar - Wavin</p> <p>Phil Townsend (PT) – Littelfuse</p> <p>Representative from MoD Joint Forces Cyber Command</p> <p>Ruth Lambert (RL) – Business Representative Organisations' Group (BROG)</p>
<b>Guests:</b>	<p>Katie Cross (KC) / Shona Taylor (ST)</p> <p>Mandy Timbrell (MT) – Wiltshire Council, Acting Head Employment and Skills – representing Helean Hughes</p>