

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Monday, 13 July 2020

**Time:** 2pm – 4pm

**Venue:** Via video / teleconference using Microsoft Teams link on calendar invite

<b>Attending:</b>	Mike Ashworth (MS) Paddy Bradley (PB) Sally Burnett (SB) Amanda Burnside (AB) Matt Eade (ME) Ian Gardener (IG) Iain Hatt (IH) Mike Holliday (MH) Dragana Houston (DH) Guy Keith-Miller (GKM) Carole Kitching (CK) Ruth Lambert (RL) Matt Leach (ML) Karen Leigh (KL) - tentative Andrew Lord (AL) Ash Nandurkar (AN) Mandy Paterson (MP) Jean Scrase (JS) Andrew Steele (AS) Karen Taylor (KT) Mandy Timbrell (MT) – representing Helean Hughes Phil Townsend (PT) Steve Wain (SW) Howard Deighton (HD) Peter Wragg (PW)
<b>Guests:</b>	Katie Cross (KC) – tentative / Shona Taylor (ST)
<b>Apologies:</b>	Chris Dutton (CD) Helean Hughes (HH)
<b>Chair:</b>	Amanda Burnside (AB)
<b>Minutes:</b>	Deborah House (DKH)

Item	Timing	Topic	Papers	Lead
I.	2pm	Welcome and Introductions		AB

Item	Timing	Topic	Papers	Lead
2.	2.05pm	Minutes of the meeting of 18 May 2020  <b>Matters arising:</b> <ul style="list-style-type: none"> <li>DH to ensure that the risks were written into the Skills Plan. <b>COMPLETED</b></li> <li>MT and IH to discuss outside the meeting for initial input</li> <li>DH to liaise with SBC regarding Honda LMI update</li> </ul> <b>Conflicts of Interest</b>	Paper 2	AB
3.	2.10pm	Partners' round up - impact of Covid 19 on skills in each of the attendees' area of work	Paper 3	ALL
4.	2.35pm	IOT update	Presentation	SW
5.	2.55pm	A skills-led recovery plan for discussion	Paper 5	ALL
6.	3.10pm	LMI and data update	Presentation	DH
7.	3.20pm	Skills Plan	Paper 7a and 7b	PB / DH
8.	3.55pm	AOB	Verbal	ALL
		<b>Date of next meeting</b> <ul style="list-style-type: none"> <li><b>Monday, 14 September – 2pm-4pm</b> Room BF05, New College, Swindon, SN3 1AH</li> </ul>		
		<b>Future meetings:</b> <ul style="list-style-type: none"> <li><b>Monday, 9 November – 2pm-4pm</b> Room BF05, New College, Swindon, SN3 1AH</li> </ul>		
	4pm	Close of meeting		

<b>Membership:</b>	<p>Mike Ashworth (MA) – DfE  Paddy Bradley (PB) – Chief Executive, SWLEP  Sally Burnett (SB) – Swindon Borough Council Skills Lead  Amanda Burnside (AB) – Chair and Principal of Wiltshire College &amp; University Centre  Chris Dutton (CD) - representing WASSH  Iain Hatt (IH) - Wiltshire College &amp; University ~Centre  Mike Holliday (MH) – Gloucester and Wiltshire Partnership of Training Providers  Dragana Houston (DH) – SWLEP  Helean Hughes (HH) – Director, Education &amp; Skills, Wiltshire Council  Guy Keith-Miller (GK-M)– representing HEI Pathways &amp; Provisions Group  Carole Kitching (CK) – Principal, New College Swindon  Karen Leigh (KL) – SWLEP BEIS Representative  Mandy Paterson (MP) – Inspire and Chair of Wiltshire skills, education, employment skills board  Chair of the Swindon skills and employment board – name yet to be advised  Andrew Steele (AS) – representing SASH  Karen Taylor (KT) – DWP  Mandy Timbrell (MT) – Wiltshire Council, Acting Head Employment and Skills  Steve Wain (SW) – Principal, Swindon College  Peter Wragg (PW) – SWLEP Board Director, Deputy Chair</p> <p><b>Employers</b>  Representative from Gooding Accounts  Howard Deighton (HD) - Siemens  Matt Eade (ME) - Representative from MoD  Andrew Lord (AL) – Alabaré  Ruth Lambert (RL) – Business Representative Organisations’ Group (BROG)  Matt Leach (ML) - Beards Construction  Ash Nandurkar (AN) - Wavin  Jean Scrase (JS) - NHS Salisbury  Phil Townsend (PT) – Littelfuse</p>
<b>Guests:</b>	<p>Katie Cross (KC) – Wiltshire Council  Shona Taylor (ST) – Swindon &amp; Wiltshire Careers Hub Lead</p>