

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Monday, 14 September 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) Maj Claire Hall (CH) Iain Hatt (IH) Mike Holliday (MH) Dragana Houston (DH) Guy Keith-Miller (GKM) Carole Kitching (CK) Ruth Lambert (RL) - tentative Matt Leach (ML) - tentative Karen Leigh (KL) Andrew Lord (AL) Ash Nandurkar (AN) Mandy Paterson (MP) Jean Scrase (JS) - tentative Andrew Steele (AS) Karen Taylor (KT) Shona Taylor (ST) Mandy Timbrell (MT) Phil Townsend (PT)
<b>Guests:</b>	Katie Cross (KC) – tentative Debby Skellern
<b>Apologies:</b>	Howard Deighton (HD) Chris Dutton (CD) / Fergus Stewart (FS) Helean Hughes (HH) Steve Wain (SW) Peter Wragg (PW)
<b>Chair:</b>	Amanda Burnside (AB)
<b>Minutes:</b>	Deborah House (DKH)

Item	Timing	Topic	Papers	Lead
I.	2pm	Welcome, introductions and Conflicts of Interest		AB

Item	Timing	Topic	Papers	Lead
2.	2.05pm	Minutes of the meeting of 13 July 2020  <b>Matters arising:</b> <ul style="list-style-type: none"> <li>• Mental Health NHS contact to be passed to DH.</li> <li>• AL to forward details of mental health resources to PB for circulation to the group.</li> <li>• Mid-career re-training - AB and HD to pick up outside the meeting.</li> <li>• MT and IH to update Action Plan as per discussion.</li> <li>• Employer's appetite for apprenticeships - DH and SB to discuss offline.</li> <li>• DH to check wording of actions on the plan and update as per comments made for production of paper for Board meeting. <b>COMPLETED</b></li> </ul>	Paper 2	AB
3.	2.10pm	LMI and data update 10 mins	Presentation	DH
4.	2.30pm	Skills gap discussion 30 mins	Verbal	ALL
5.	3pm	Government incentive programmes: <ul style="list-style-type: none"> <li>• Kickstart;</li> <li>• apprenticeships and traineeships; and</li> <li>• Wiltshire College for T levels.</li> </ul>	Verbal	KT MT AB
6.	3.20pm	Adult re-skilling	Verbal	AB
7.	3.40pm	Local updates: 30 mins <ul style="list-style-type: none"> <li>• Swindon College merger;</li> <li>• Institute of Technology (IOT); and</li> <li>• Wiltshire College Buildings.</li> </ul>	Verbal	CK PB AB
8.	3.55pm	AOB	Verbal	ALL
		<b>Date of next meeting</b> <b>Monday, 9 November – 2pm-4pm</b> Room BF05, New College, Swindon, SN3 1AH		
		<b>Future meetings for 2021:</b> January March May July September November  Exact dates to be advised.		
	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, and 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 and SWLEP Skills Lead  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  Debby Skellern (DS) – SWLEP Director of Strategy &amp; Policy</p>