

AGENDA

SWLEP Skills & Talent Subgroup

Date: Monday, 18 May 2020

Time: 2pm – 4pm

Venue: Via video / teleconference using Microsoft Teams link on calendar
invite OR +44 20 3443 6328 Conference ID: 685 911 544#

Attending:	Mike Ashworth (MS) Paddy Bradley (PB) Sally Burnett (SB) Amanda Burnside (AB) Chris Dutton (CD) Matt Eade (ME) Ian Gardener (IG) Iain Hatt (IH) Mike Holliday (MH) Dragana Houston (DH) Helean Hughes (HH) Guy Keith-Miller (GKM) Carole Kitching (CK) Ruth Lambert (RL) Matt Leach (ML) Karen Leigh (KL) 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) Adam Wallbank (AW) Peter Wragg (PW)
Guests:	Katie Cross (KC) / Chris Stevens (CS) / Shona Taylor (ST) / Keeran Vetriko (KV)
Apologies:	
Chair:	Amanda Burnside (AB)
Minutes:	Deborah House (DKH)

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

Item	Timing	Topic	Papers	Lead
2.	2.05pm	<p>Minutes of the meeting of 9 March 2020</p> <p>Matters arising:</p> <ul style="list-style-type: none"> GDPR data - CEC funding meeting coming up and ST was requested to take this issue up with them. <p>Conflicts of Interest</p>	Paper 2	AB
3.	2.15pm	Partner round up – impact of Covid 19 on skills in each of the attendees’ area of work	Verbal	ALL
4.	2.40pm	<p>Skills Plan</p> <ul style="list-style-type: none"> Update on Skills Plan development Presentation on Labour Market Intelligence (LMI) 	Presentation Presentation	DH DH
5.	3.50pm	LEP role in response to Covid 19 and next steps for the Skills & Talent Subgroup	Verbal	PB
6.	3.55pm	AOB	Verbal	ALL
		<p>Date of next meeting Monday, 13 July – 2pm-4pm Rooms D001/D002, Wiltshire College & University Centre, Cocklebury Road, Chippenham, SN15 3QD</p>		
		<p>Future meetings:</p> <ul style="list-style-type: none"> Monday, 14 September – 2pm-4pm Room BF05, New College, Swindon, SN3 1AH Monday, 9 November – 2pm-4pm Room BF05, New College, Swindon, SN3 1AH 		
	4pm	Close of meeting		

Membership:	<p>Amanda Burnside (AB) – Chair and Principal of Wiltshire College & University Centre</p> <p>Paddy Bradley (PB) – Director, SWLEP</p> <p>Sally Burnett (SB) – Swindon Borough Council Skills Lead</p> <p>Chris Dutton (CD) - representing WASSH</p> <p>Helean Hughes (HH) – Director, Education & Skills, Wiltshire Council</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>Mike Holliday (MH) – Gloucester and Wiltshire Partnership of Training Providers</p> <p>Mandy Paterson (MP) – Inspire and Chair of Wiltshire skills, education, employment skills board</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>Karen Taylor (KT) – DWP</p> <p>Andrew Steele (AS) – representing SASH</p> <p>Guy Keith-Miller (GK-M)– representing HEI Pathways & Provisions Group</p> <p>Employers</p> <p>Representative from Gooding Accounts</p> <p>Matt Eade (ME) - Representative from MoD</p> <p>Andrew Lord (AL) – Alabaré</p> <p>Ruth Lambert (RL) – Business Representative Organisations’ Group (BROG)</p> <p>Matt Leach (ML) - Beards Construction</p> <p>Ash Nandurkar (AN) - Wavin</p> <p>Jean Scrase (JS) - NHS Salisbury</p> <p>Phil Townsend (PT) – Littelfuse</p> <p>Adam Wallbank (AW) - Siemens</p>
Guests:	<p>Katie Cross (KC) – Wiltshire Council</p> <p>Shona Taylor (ST) – Swindon & Wiltshire Careers Hub Lead</p> <p>Mandy Timbrell (MT) – Wiltshire Council, Acting Head Employment and Skills – representing Helean Hughes</p>