

AGENDA

SWLEP Skills & Talent Subgroup

Date: Monday, 9 November 2020

Time: 2pm – 4pm

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

Name	Role	Attendance
Mike Ashworth (MA)	DfE	✓
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	Apologies
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Amanda Burnside (AB)	Chair of Subgroup, SWLEP Board Director and Principal of Wiltshire College & University Centre	✓
Chris Dutton (CD)	representing Wiltshire Association of Secondary School Heads (WASSH)	Tentative
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	✓
Guy Keith-Miller (GK-M)	representing HEI Pathways & Provisions Group	✓
Carole Kitching (CK)	SWLEP Board Director and Principal, New College Swindon	
Karen Leigh (KL)	SWLEP's BEIS Representative	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Name yet to be advised	Chair of the Swindon skills and employment board	
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Karen Taylor (KT)	DWP	
Mandy Timbrell (MT)	Wiltshire Council, Acting Head Employment and Skills and SWLEP Skills Lead	✓

Name	Role	Attendance
Peter Wragg (PW)	SWLEP Board Director and Deputy Chair	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Howard Deighton (HD)	Siemens	✓
Maj Claire Hall (CH)	Representative from MoD	✓
Andrew Lord (AL)	Alabaré	✓
Ruth Lambert (RL)	Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	✓
Ash Nandurkar (AN)	Wavin	
Jean Scrase (JS)	NHS Salisbury	✓
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Katie Cross (KC)	Wiltshire Council	
Dragana Houston (DH)	SWLEP	✓
Lucinda Morton (LM)	Study Higher	✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub Lead	
Debby Skellern (DS)	SWLEP Director of Strategy & Policy	✓
Chair:	Amanda Burnside (AB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.	2pm	Welcome, introductions and Conflicts of Interest		AB
2.	2.05pm	Minutes of the meeting of 14 September 2020 Matters arising: <ul style="list-style-type: none"> Employer's appetite for apprenticeships - DH and SB to discuss offline (from July meeting). There was a business engagement meeting shortly and SB would feedback discussions to the meeting. Item S3 to be closed and removed from Action Plan. Item M2 to be closed and removed from Action Plan. 	Paper 2	AB



		<ul style="list-style-type: none"> Item M4 Swindon Borough Council had carried out a piece of work for Honda associates who would be facing redundancy. SB to bring to next meeting. Review Action Plan document and make longer term. Not to duplicate the work of the LA groups, but to merge. Send out Kickstart link via DKH. Carole Kitching to speak to the meeting for a wider discussion on the strategy for the new college including the Institute of Technology. AB to advise CK of request. 		
3.	2.15pm	LMI and data update	Presentation	DH
4.	2.40pm	The Kickstart programme update	Presentation	KT AP
5.	3pm	<p>Skills Plan Review – access to the document on SWLEP website can be made by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/strategy/swindon-wiltshire-skills-plan.pdf?sfvrsn=af743f0f_2</p> <ul style="list-style-type: none"> How are group members using the skills plan? Update on any actions achieved Agree focus for future meeting 	Verbal	ALL
6.	3.20pm	Apprenticeship trends (Please see survey paper included.)	Presentation	DH
7.	3.40pm	Study Higher – future plans	Verbal	LM
8.	3.55pm	AOB	Verbal	ALL
		Date of next meeting Thursday, 14 January – 2pm - 4pm Via video / teleconference call		
		Future meetings for 2021: Thursday, 11 March – 9.30am - 11.30am Thursday, 20 May – 10am - 12 noon Thursday, 15 July – 10am - 12 noon Monday, 13 September – 10am – 12 noon Thursday, 11 November – 9.30am – 11.30am All meetings will take place via video / teleconference call until further notice.		
	4pm	Close of meeting		

