

# AGENDA

## Swindon and Wiltshire Careers Hub Steering Group

Thursday, 10 December 2020

1.30pm – 3.30pm

Venue: via conference call

Membership:	Name	Attendance
	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Daniel Busson (DBS), Lead Employer, Capita WFM	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Wiltshire Council	✓
	Louise Stanton (LS), Lead School, Malmesbury School	✓
	Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College	✓
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	
<b>Guests:</b>		
<b>Chair:</b>	Paddy Bradley	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.	1.30pm	Welcome and apologies	Verbal	PB
2.	1.40pm	Minutes of the meeting on 17 September, matters arising and action log	Paper 2.1 Paper 2.2 Paper 2.3	PB
3.	2.00pm	Careers Hub Activity for 2020/2021 <ul style="list-style-type: none"> <li>Virtual experiences of the workplace proposal</li> <li>Finance commitments for agreement</li> <li>Workplan 2020/2021 (updated)</li> </ul>	Paper 3.1 Presentation Paper 3.2 Paper 3.3	ST
4.	2.30pm	Progress updates: <ul style="list-style-type: none"> <li>Compass monthly progress overview</li> <li>SEND Update</li> </ul>	Papers 4.1 and 4.2 Verbal	ST SH
5.	2.50pm	Youth Voice: discussion	Verbal	All

Item	Timing	Topic	Paper	Lead
6.	3.05pm	Virtual Careers Conference plan: “Developing an Innovative Careers Programme in a Post COVID-19 World” Wednesday, 13 January 2021: 9.15am-10.45am <a href="https://eventbrite.co.uk/developing-an-innovative-careers-programme-in-a-post-covid-19-world-tickets">eventbrite.co.uk/developing-an-innovative-careers-programme-in-a-post-covid-19-world-tickets</a> .	Verbal	ST
7.	3.15pm	AOB	Verbal	ALL
8.	3.30pm	Close		
		<b>Next Meeting:</b> Thursday, 11 February 2021 - 10am to 12noon  <b>Future Meetings:</b> Thursday, 13 May 2021 Thursday, 8 July 2021 Thursday, 16 September 2021 Thursday, 9 December 2021		