

AGENDA

Swindon and Wiltshire Careers Hub Steering Group meeting

Thursday, 8 July 2021

10am – 12 noon

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DB), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council	Tentative
	Scott Green (SG), Regional Lead CEC	✓ - needs to leave at 11am
	Steven Haines, Wiltshire Council	✓
	Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College	Apologies
	Louise Stanton (LS), Lead School, Malmesbury School	Apologies
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	Apologies
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	✓
Guests:	Alex Clancy (AC) and Megan Thomas (MTh), Wiltshire College ✓✓ Helean Hughes, Wiltshire Council – attending in Mandy Timbrell's absence ✓	
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	10am	Welcome, introductions and apologies	Verbal	PB
2.0	10.05am	Presentation on YourPlacement / Wiltshire College virtual work experience platform for development of Phase 2 and 3. Discussion on next steps.	Phase 2/3 Statement of Work	AC / DB
3.0	10.35am	Steering Group only: discussion on YourPlacement / Wiltshire College virtual work experience platform proposal	Verbal	PB
4.0	10.50am	Review of minutes and actions from 13 May 2021 Actions: <ul style="list-style-type: none"> • ST/SB to review contact with The Deanery. IN HAND • Youth Voice: ST to provide the proposed plan to the Group, start collecting views and opinions from the representative 	Paper 4.1 Paper 4.2	PB ST



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		<ul style="list-style-type: none"> groups and feedback in the early Autumn. Initial discussions have started. Proposal will come to the September meeting. Evaluation: ST to redesign the project specification reflecting Group comments and bring item back to the Group in July with more detailed specification and to circulate to the Group ahead of the meeting. Action ongoing. Proposal will come to the September meeting. Wiltshire College / YourPlacement activity: ST to invite project team to give a demonstration of the platform at the next meeting. ON AGENDA. ACTION COMPLETE. PB and ST to discuss outside the meeting. ACTION COMPLETE 		
5.0	10.55am	End of year network progress update <ul style="list-style-type: none"> Compass update and report Overview of activities being delivered Update on bid funding applications 	Papers 5.1, 5.2 and 5.3	ST
6.0	11.15am	Funding Overview <ul style="list-style-type: none"> YTD funding overview Year 4 grant funding overview Development Fund Sustainability Fund Transitions Fund 	Paper 6.0	ST
7.0	11.35am	Year 4 targets	Paper 7.0	ST
8.0	11.45am	AOB	Verbal	ALL
	12 noon	Close		
		Next Meeting: Thursday, 16 September 2021 10.30am – 12.30pm Future meeting dates: Thursday, 9 December 2021 – 2pm - 4pm		