

AGENDA

Swindon and Wiltshire Careers Hub Steering Group meeting

Thursday, 9 December 2021

2pm – 4pm

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DB), Lead Employer Capita WFM	Tentative
	Sally Burnett (SB), Swindon Borough Council	
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Wiltshire Council	✓
	Vicky Dunncliffe, Lead SEND Provider, Fairfield Farm College	Apologies
	Louise Stanton (LS), Lead School, Malmesbury School	✓
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	
Guests:	Laura Arlott (LA) Jaime Williamson (JW) – Project Lead	✓ ✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	2pm	Welcome, introductions and apologies	Verbal	PB
2.0	2.05pm	Review of minutes and actions from 28 September 2021 Actions: <ul style="list-style-type: none"> CEC change in direction: a longer session at the next meeting about what we do and how we do it. <i>Update: discussion to be covered in this agenda</i> <ul style="list-style-type: none"> Dates to be added to the Skills & Talent Subgroup planner. 9 October 2021 – Your Choices 9 March 2022 – Amazing Applications 30 June 2022 – WoWFest <i>Update: dates were shared with the Skills & Talent Subgroup</i>	Paper 2.1 Paper 2.2	PB ST
3.0	2.15pm	Hub Incubation Project: overview of progress to date and next steps	Verbal	JW



Item	Timing	Topic	Paper	Lead
4.0	2.30pm	Update on Cornerstone Employer Group re-start meeting and next steps	Verbal	SH
5.0	2.45pm	CEC change in strategic direction discussion with video from CEC of Oli de Botton, CEO CEC	Paper 5.0	ST
6.0	3.45pm	AOB	Verbal	ALL
	4pm	Close		
		<p>Next Meeting: Thursday, 10 February – 2pm to 4pm</p> <p>Future meeting dates 2022: Thursday, 12 May – 9.30am to 11.30am Monday, 11 July – 11am to 1pm Thursday, 15 September – 9.30am to 11.30am Thursday, 8 December – 2pm to 4pm</p> <p>All meetings to be held virtually unless otherwise specified.</p>		