



## AGENDA

### Swindon and Wiltshire Careers Hub

#### Joint Steering Group and Cornerstone Employer Group meeting

Thursday, 11 February 2021

10.00am - 12 noon

Venue: via conference call

<b>Steering Group</b>	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBs), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines, Wiltshire Council	✓
	Tina Pagett (TP), Lead SEND Provider, Fairfield Farm College	✓
	Louise Stanton (LS), Lead School, Malmesbury School	Tentative
	Shona Taylor (ST), Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	Apologies
<b>Cornerstone Employer Group</b>	Claudia Beaumont (CB), Strategic HR Business Partner, Wiltshire Council	
	Alison Bond (AB), Senior Employer Engagement Manager (West), CEC	
	Gracie Bridger (GB), Academy Apprentice, The Academy, Great Western Hospital NHS Foundation Trust	
	Daniel Busson (DBS), Operations Director Capita Workforce Management	
	Leanean Callender (LC), Early Engagement Client Partner, Network Rail	
	Heather Ford (HF), Business Services Manager, Chipside	
	Richard Kavanagh (RK), Youth Engagement, Military Civil Integration, Headquarters South West	✓
	Caroline Noon (CN), Apprenticeship Manager, National Trust	✓
	Darren Salmons (DS), Practice Manager, Transportation, Atkins Global	✓
	Rachel Smith (RS), Early Careers Adviser, Great Western Hospital NHS Foundation Trust	✓
	Nicola Summerill (NS), Head of Practice Education and Apprenticeships, Salisbury NHS Foundation Trust	
Freyja Viveash (FV), Chipside		
<b>Guests:</b>	Becca Thurston and Eva Jefferies of Wessex Water	



<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
		<b>Joint Meeting</b>		
1.	10am	Welcome, introductions and apologies	Verbal	PB
2.	10.10am	Purpose of the joint meeting and role of the Steering Group	Verbal	PB
3.	10.20am	Overview of employer engagement, EA network and virtual work experience provision within Swindon and Wiltshire	Presentation	ST
4.	10.30am	Wessex Water: taking a virtual approach: an example in action	Verbal	BT
5.	10.40am	Employer examples of virtual work experience activities available or in development	Verbal	All employers
6.	11am	The needs of the schools/colleges in terms of virtual work experience	Verbal	LS/AW/TP
7.	11.15am	Next steps discussion: how can the members develop a Swindon and Wiltshire offer and share good practice with own networks?  Cornerstone Employer action plan – development: next steps	Verbal  Paper 7	All
		<b>Steering Group meeting (all welcome to stay)</b>		
8.	11.30am	Review of minutes and actions from 10 December 2020	Paper 8.1 Paper 8.2	PB
9.	11.40am	Workplan/Implementation Plan: <ul style="list-style-type: none"> <li>• focus on progress to date</li> <li>• Compass updates</li> </ul>	Paper 9.1 Paper 9.2 Paper 9.3	ST
10.	11.50am	BM 8 Personal Guidance Briefing Paper	Paper 10	ST
11.	11.55am	AOB	Verbal	ALL
10.	12 noon	Close		
		<b>Next Meeting:</b> Thursday, 13 May 2021 - 1pm – 3pm  <b>Future meeting dates:</b> Thursday, 8 July 2021 – 10am – 12 noon Thursday, 16 September 2021 – 10.30am – 12.30pm Thursday, 9 December 2021 – 2pm-4pm		