

AGENDA

Swindon and Wiltshire Careers Hub

Steering Group meeting

Thursday, 13 May 2021

1pm – 3pm

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DBs), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council	✓
	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	Apologies
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	✓
Guests:	James Darley – Transform Society	✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	1pm	Welcome, introductions and apologies	Verbal	PB
2.1	1.05pm	Review of minutes and actions from 11 February 2021	Paper 2.1	PB
2.2		Matters Arising <ul style="list-style-type: none"> Substantiality Fund: PB and ST to discuss offline. Item on agenda Youth Voice: this item required more testing and trialling. Work to be completed offline and tested with schools and FE practitioners. Item on agenda 	Paper 2.2	
3.0	1.20pm	James Darley: Transform Society Presentation and Discussion	Verbal	JD
4.0	1.50pm	Network Progress Update <ul style="list-style-type: none"> Compass update and report 	Paper 4.1 Paper 4.2	ST

Item	Timing	Topic	Paper	Lead
5.0	2pm	<p>Youth Voice discussion:</p> <p>Proposal to utilise existing school councils and form four area groups which feed into the Steering Group/Careers Hub planning activities.</p>	Verbal	ST / PB
6.0	2.15pm	<p>Experiences of the workplace:</p> <ul style="list-style-type: none"> • Working Group update, including establishing the need of placements via existing data sources; and • implementation of activities. 	Verbal	PB / SH
7.0	2.30pm	<p>CEC Innovation Funds Opportunities overview:</p> <ul style="list-style-type: none"> • Hub Incubation Project; and • Effective Transitions Fund 	Presentation	ST
8.0	2.45pm	<p>Sustainability Fund:</p> <ul style="list-style-type: none"> • Evaluation of the Careers Hub; and • Wiltshire College/YourPlacement activity: future development and ownership etc. 	Verbal	ST / PB
9.0	2.55pm	AOB	Verbal	ALL
	3pm	Close		
		<p>Next Meeting: Thursday, 8 July 2021 – 10am – 12 noon</p> <p>Future meeting dates: Thursday, 16 September 2021 – 10.30am – 12.30pm Thursday, 9 December 2021 – 2pm - 4pm</p>		