

AGENDA

Swindon and Wiltshire Careers Hub Steering Group meeting

Thursday, 28 September 2021

2pm – 4pm

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Daniel Busson (DB), Lead Employer Capita WFM	✓
	Sally Burnett (SB), Swindon Borough Council	Apologies
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines, Wiltshire Council	✓
	Vicky Dunncliffe, Lead SEND Provider, Fairfield Farm College	✓
	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:	Careers Hub Enterprise Coordinators Auriel Chandarana (AC) ✓, Nicola Randy (NR) and Rose Hiron-Grimes (RHG) ✓	
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 8 July 2021 Actions: <ul style="list-style-type: none"> • Youth Voice proposal • Evaluation of the Careers Hub proposal • Benchmark tracking and monitoring information: included at Item 3. • Funding plan for 2021/2022: included at Item 4. • Your Placement actions: included at Item 6. • Vikki Dunicliffe to replace Tina Paget as SEND Lead provider – action in hand. 	Paper 2.1 Paper 2.2 Paper 2.3 Paper 2.4	PB ST
3.0	2.25pm	CEC change in strategic direction update	Verbal	SG

Item	Timing	Topic	Paper	Lead
4.0	2.40pm	Year 3 report, forward plan for Year 4, structure to track progress, team performance and monitoring of information.	Paper 4.1 Paper 4.2 Paper 4.3 Paper4.4	ST
5.0	3.00pm	Financial plan for 2021/2022	Paper 5.0	ST
6.0	3.15pm	Hub Incubation Project	Verbal	RHG
7.0	3.30pm	YourPlacement / Wiltshire College virtual work experience platform update	Verbal	DB / ST
8.0	3.40pm	AOB	Verbal	ALL
	4pm	Close		
		<p>Next Meeting: Thursday, 9 December 2021 – 2pm to 4pm</p> <p>Future meeting dates 2022: Thursday, 10 February – 2pm to 4pm 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>		