

## AGENDA

### Swindon and Wiltshire Careers Hub Steering Group Meeting

**Thursday, 8 December 2022**  
**2pm – 4pm**

**Venue: via conference call**

<b>Steering Group</b>	Laura Arlott (LA), Skills Adviser, SWLEP	✓
	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Daniel Busson (DBS), Lead Employer, Capita WFM	✓
	Vicky Dunncliffe (VD), Lead SEND Provider, Fairfield Farm College	Apologies
	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	✓
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	✓
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	Apologies
	Louise Stanton (LS), Lead School, Malmesbury School	Tentative
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	✓
	Lead College/Post 16, New College, Swindon – awaiting new appointment	
<b>Guests:</b>	Tam Blaikie, Project Lead for Hub Incubation Project (EHE)	✓
	Laura Hutchings (LH) – SWLEP SME Coordinator	✓
	Amy Wetherill (AW) – Digital Apprentice	✓
	Jaime Wilkinson (JW) – Enterprise Co-ordinator	✓
<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	2pm	Welcome, introductions and apologies	Verbal	PB
2.1	2.05pm	Review of minutes and actions from 14 September 2022.	Paper 2.1	PB / ST
2.2		Actions: <ul style="list-style-type: none"> <li>SB to arrange offline meeting with SH, ST, DBa, and AW (SEND/Talentino).</li> </ul> Update: SH is following up on this.	Paper 2.2	

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> <li>HIP 1: Maths: CEC to meet with the research team, SB and PB, to discuss next steps.</li> </ul> <p><i>Update: Initial extra funding has been agreed.</i></p> <ul style="list-style-type: none"> <li>DKH to issue calendar invites to Dr Sarah Green for future meetings.</li> </ul> <p><i>Update: Action complete</i></p> <ul style="list-style-type: none"> <li>SB to ensure that TB was introduced to the attendance lead and educational welfare team within Swindon Borough Council and ST / MT to do likewise with in Wiltshire Council.</li> </ul> <p><i>Update: action complete</i></p> <ul style="list-style-type: none"> <li>TB to come back to the meeting in December to update on progress.</li> </ul> <p><i>Update: item on the agenda</i></p> <ul style="list-style-type: none"> <li>ST to speak to Tim Burghes about Comms template.</li> </ul> <p><i>Update: comms planning underway</i></p>		
3.0	2.20pm	Hub Innovation Project 2: Electively Home Educated research for 2022/23 <ul style="list-style-type: none"> <li>project timeline</li> <li>actions to date</li> </ul>	Verbal	TB
4.0	2.35pm	Hub Incubation Maths Project Update <ul style="list-style-type: none"> <li>Overview of the project report from year 1 and plan for extension into year 2.</li> </ul>	Paper 4.0	JW
5.0	2.50pm	Your Placement Project: <ul style="list-style-type: none"> <li>Update on partnership and progress to date</li> <li>Overview of platform development for phase 1</li> </ul>	Verbal	ST / DB
6.0	3pm	Careers Hub Evaluation of Impact: <ul style="list-style-type: none"> <li>Discussion to agree on the way forward to scope and resource a full evaluation of the impact of the Careers Hub to network users, young people and families.</li> </ul>	Verbal	ST
7.0	3.50pm	AOB: <ul style="list-style-type: none"> <li>Update on New College Lead College/Post 16 representation</li> </ul>	Verbal	ALL
	4pm	Close		
		<p><b>Next Meeting:</b> Thursday, 9 February – 2pm to 4pm</p> <p><b>Meetings for 2023:</b>            Wednesday, 10 May – timing to be advised            Tuesday, 11 July – 9am to 11am            Thursday, 14 September – 10.30am to 12.30am            Thursday, 7 December – 10.30am to 12.30am            All meetings to be held virtually unless otherwise specified.</p>		



**Swindon & Wiltshire**  
LOCAL ENTERPRISE PARTNERSHIP