

AGENDA

Swindon and Wiltshire Careers Hub Steering Group meeting

Thursday, 10 February 2022

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	
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), 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	Apologies
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	✓
Guests:	Laura Arlott (LA) Annette Holdsworth (AH)	✓ ✓
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	2pm	Welcome, introductions and apologies	Verbal	PB
Item	Timing	Topic	Paper	Lead
2.0	2.05pm	Review of minutes and actions from 9 December 2021	Paper 2.1	PB
		Actions: <ul style="list-style-type: none"> • MT to introduce JW to the maths lead in Wiltshire Council and SB for the same contact within Swindon Borough Council. Update: meeting took place with Linda Wynne to understand her role and to explain the project. SBC doesn't have this role currently. • Joint discussion to be held with Raytheon and TechSpark on above to include LA, AP, ST, Tom Marshall, MT and JW. Update: action complete 	Paper 2.2	ST

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> JW to outline the HIP to the Cornerstone Employers' meeting scheduled for 24 January. Update: action complete PB to present the Skills Plan to the Cornerstone Employers' Meeting scheduled for 24 January. Update: action complete SG to pose the question within CEC on the position of careers programmes for home-educated young people and bring back a response. Update: Not something the CEC currently supports as remit is to work with 'eligible' institutions. However, this issue is being highlighted by the Youth Advisory Group so there may be change in the much longer term. Further discussion on the agenda. LA to be invited to future Careers Hub meetings. Update: action complete 		
3.0	2.15pm	Compass and performance updates: <ul style="list-style-type: none"> Latest data overview Review of areas of underperformance: institutions recording less than three BMs achieved (Compass report page 3) 	Verbal Paper 3.1 Paper 3.2	ST
4.0	2.30pm	Review of Careers Hub Strategic Plan actions: <ul style="list-style-type: none"> Skills Plan update 	Verbal	ST PB
5.0	2.45pm	SEND Update	Presentation	SH
6.0	3pm	Cornerstone Employer update	Verbal	SH
7.0	3.15pm	Employer Engagement Enterprise Coordinator role and Apprenticeship and Tech Ed Fund project	Paper 7.0	AH
8.0	3.30pm	Engaging with the Home Educated Community	Verbal	ALL
9.0	3.50pm	AOB	Verbal	ALL
	4pm	Close		
		Next Meeting: Thursday, 12 May – 9.30am to 11.30am Future meeting dates 2022: Monday, 11 July – 11am to 1pm Thursday, 15 September – 9.30am to 11.30am Thursday, 8 December – 2pm to 4pm All meetings to be held virtually unless otherwise specified.		