

AGENDA

Swindon and Wiltshire Careers Hub Steering Group Meeting

11 July 2022

11am – 1pm

Venue: via conference call

Steering Group	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Daniel Busson (DBS), Lead Employer, Capita WFM	✓
	Vicky Dunicliffe (VD), Lead SEND Provider, Fairfield Farm College	✓
	Scott Green (SG), Regional Lead CEC	✓
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	✓
	Louise Stanton (LS), Lead School, Malmesbury School	Tentative
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
	Mandy Timbrell (MT), Wiltshire Council/SWLEP Skills Lead	
	Amanda Walton (AW), Lead College/Post 16, New College, Swindon	
Apologies:		
Guests:	Laura Arlott (LA), Skills Adviser, SWLEP	Apologies ✓ ✓
	Jamie Williamson (JW), Project Lead for Hub Incubation Project	
	Brea Woods (BW), SWLEP	
Chair:	Paddy Bradley (PB)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	11am	Welcome, introductions and apologies	Verbal	PB
2.1	11.05am	Review of minutes and actions from 7 June 2022.	Paper 2.1	PB / ST
2.2		Actions: <ul style="list-style-type: none"> SEC is working with developers on providing LMI data for SEND students which had been costed at £4,000. Funded by the CEC. ST to check whether this licence was also with EMSI. <i>Update: SH will work with SWLEP to ensure that the LMI is taken from the same source, however, the majority of content will be in case study format and not data led.</i>	Paper 2.2	

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> ST to circulate an outline plan to the Steering Group for input and to bring back to the next meeting. <i>Update: To be discussed within the agenda</i> <ul style="list-style-type: none"> SG to provide the work already undertaken by CEC. <i>Update: To be discussed within the agenda</i>		
3.1	11.20am	<ul style="list-style-type: none"> Careers Hub update against targets 	Paper 3.1	ST
3.2		<ul style="list-style-type: none"> Staffing update 	Verbal	
4.0	11.35am	Hub Incubation Project Updates:	Presentation	JW
4.1		<ul style="list-style-type: none"> Maths project 2021/22 update 		
4.2		<ul style="list-style-type: none"> Electively Home Educated 2022/23, outcome of bid 	Verbal	ST
5.0	11.50am	Cyber discussion	Verbal	PB / BW
6.0	12.20pm	Careers Hub Strategic Plan for 2022/2023	Paper 6.0	ST
7.0	12.50pm	AOB	Verbal	All
8.0	1pm	Close		
		<p>Next Meeting: Thursday, 15 September – 9.30am to 11.30am</p> <p>Future Meetings: Thursday, 8 December – 2pm to 4pm</p> <p>All meetings to be held virtually unless otherwise specified.</p>		