

## AGENDA

### Swindon and Wiltshire Careers Hub - Steering Group Meeting

Thursday, 7 December 2023

10.30am – 12.30pm

Venue: via conference call

<b>Steering Group</b>	Laura Arlott (LA), Skills Adviser, SWLEP Skills Lead	✓
	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	✓
	Andrew Best (AB), Wiltshire Council	✓
	Sally Burnett (SB), Swindon Borough Council	Partial
	Matthew Butcher (MB), Lead College/Post 16, New College, Swindon	✓
	Daniel Busson (DBS), Lead Employer, Capita WFM	✓
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	✓
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	
	Suzy Wright (SW), Regional Lead CEC	
	Debby Skellern (DS) – Acting CEO, SWLEP	✓
	Louise Stanton (LS), Lead School, Malmesbury School	
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
<b>Guests:</b>	SWLEP Comms Richard Hanks (RH) – Wiltshire Council <b>Careers Hub</b> Annette Holdsworth (AH) / Alison Samways (AW) / Leanne Weston (LW) ✓ / Jaime Williamson (JW) ✓	
<b>Chair:</b>	Debby Skellern (DS)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	10.30am	Welcome, introductions and apologies	Verbal	DS
2.1	10.40am	Review of minutes and actions from 14 September 2023.	Paper 2.1	DS
2.2		Actions Log: <ul style="list-style-type: none"> <li>Discussion between LAs to ascertain what would have the most effect on vulnerable groups (SB/RH). <i>Update: this will be discussed as part of the agenda in Item 7.</i></li> <li>Funding situation to be checked with CEC (ST). <i>Update: CEC is in discussion with DfE, and outcome expected by April 2024.</i></li> </ul>	Paper 2.2	ST

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> <li>Home Futures Platform: LAs to discuss way to optimise usage (ST/SB/RH). <i>Update: awaiting final CEC report on platform development. Site has been listed on Local Offer pages and circulated to stakeholder groups.</i></li> <li>LA to bring LMI report to the next meeting. <i>Update: planned for the February meeting.</i></li> </ul>		
3.0	10.45am	Staffing/structure update for Careers Hub	Verbal	AB / ST
4.0	11am	Project review: Start Small; Dream Big, primary careers pilot	Presentation	AH
5.0	11.15am	Project review: Teacher Encounters	Presentation	AH
6.0	11.30am	Project review: <ul style="list-style-type: none"> <li>Experiences of the workplace</li> <li>KPI: provide more high-quality experiences with employers for students and teachers with a focus on current 'cold spots'</li> <li>to include discussion and sign off a change to allocated funding</li> </ul>	Paper 6.0 Presentation	JW
7.0	11.45am	Project review: <ul style="list-style-type: none"> <li>Transitions</li> <li>KPI: deliver activity to support young people in making effective transitions via "Positive Destinations"</li> </ul>	Presentation	LW
8.0	12 noon	Project review: <ul style="list-style-type: none"> <li>Apprenticeships</li> <li>KPI: deliver at least one initiative to improve the ability of young people to take up Apprenticeship and Technical education pathways under the CEC's ATE Framework</li> </ul>	Presentation	AS
9.0	12.15pm	Dates of meetings for 2024	Verbal	DS / ST
10.0	12.25pm	AOB	Verbal	All
	12.30pm	Close		
		<p><b>Next Meeting:</b> Tuesday, 20 February 2024 – 2pm to 4pm</p> <p><b>Meetings for 2024:</b> Indicative dates w/c 6 May w/c 9 July w/c 9 September w/c 2 December Further meetings to be confirmed</p> <p>All meetings to be held virtually unless otherwise specified.</p>		



**Swindon & Wiltshire**  
LOCAL ENTERPRISE PARTNERSHIP