

AGENDA

Swindon and Wiltshire Careers Hub Steering Group Meeting

Thursday, 9 February 2023
2pm – 4pm

Venue: via conference call

Steering Group	Laura Arlott (LA), Skills Adviser, SWLEP Skills Lead	
	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
	Scott Green (SG), Regional Lead CEC	Apologies
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	
	Louise Stanton (LS), Lead School, Malmesbury School	
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
	Wiltshire Council representative to be confirmed	
	Lead College/Post 16, New College, Swindon representative to be confirmed	
Guests:	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	✓
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	✓
	Amy Wetherill (AW) – SWLEP Marketing Executive	✓
Chair:	Paddy Bradley (PB)	
Minutes:	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 8 December 2022.	Paper 2.1	PB / ST
2.2		Actions: <ul style="list-style-type: none"> SG would find out the contact within CEC's Education Team to help develop resources and advise on HIP EHE project. <i>Action complete. TB met with Kelly Dillon, National Sector Engagement FE & Inclusion Lead.</i> 	Paper 2.2	



		<ul style="list-style-type: none"> • TB to link up with Tim Burghes to ensure we can contact website developers for the page. <i>Action complete. Initial meeting has taken place and scoping document shared with website developers, awaiting initial quote.</i> • DBa (Fairfield Farm College) to send copy of the agreement to DBu (Your Placement) as an example. <i>Action complete.</i> • A scoping document for an evaluation to be drafted and circulated to the Steering Group for input. <i>Action underway: initial scoping document has been drafted for circulation and input.</i> • PB suggested a push to get New College and a stand-alone 6th form college to be part of the Steering Group. <i>Action underway: Salisbury 6th Form has been approached to become the new representative and it is being discussed with SLT. A new representative from New College has been requested.</i> • ST to initiate discussions with Cirencester College to ascertain whether it wanted to change its existing relationship with the Swindon and Wiltshire Careers Hub. <i>Action complete: the CL at Cirencester College is happy with the arrangement and no further action is required.</i> 		
3.0	2.20pm	Performance data update and update on structural changes	Presentation	ST
4.0	2.40pm	Apprenticeships: <ul style="list-style-type: none"> • Impact of the S&W Apprenticeships Marketing Campaign • Events – Salisbury Apprenticeship & Early Careers Fair and Jobs Live Apprenticeship Showcase • National Apprenticeship Week – events in schools/colleges 	Presentation	ST
5.0	2.55pm	Swindon and Wiltshire LMI and links to skills needs of young people	Verbal	PB
6.0	3.10pm	Discussion: <ul style="list-style-type: none"> • Feedback from young people and parents/carers on inconsistency of careers programmes in some schools/colleges & opportunities available to address the gaps. 	Verbal Paper 6.0	ALL
7.0	3.45pm	Provider Access Legislation	Presentation	ST
8.0	3.50pm	AOB	Verbal	All
	4pm	Close		

Item	Timing	Topic	Paper	Lead
		<p>Next Meeting: Wednesday, 11 May – 10.30am to 12.30pm</p> <p>Meetings for 2023: Tuesday, 11 July – 9am to 11am Thursday, 14 September – 10.30am to 12.30am Thursday, 7 December – 10.30am to 12.30am</p> <p>All meetings to be held virtually unless otherwise specified.</p>		