

## AGENDA

### Swindon and Wiltshire Careers Hub Steering Group Meeting

Thursday, 11 July 2023  
9am – 11am

Venue: via conference call

<b>Steering Group</b>	Laura Arlott (LA), Skills Adviser, SWLEP Skills Lead	✓
	Andrew Best (AB), Wiltshire Council	✓
	Paddy Bradley (PB), SWLEP CEO	✓
	Sally Burnett (SB), Swindon Borough Council	
	Matthew Butcher (MB), Lead College/Post 16, New College, Swindon	✓
	Daniel Busson (DBS), Lead Employer, Capita WFM	✓
	Vicky Dunicliffe (VD), Lead SEND Provider, Fairfield Farm College	Apologies
	Suzy Wright (SW), Regional Lead CEC	
	Steven Haines (SH), Senior Enterprise Coordinator, Wiltshire Council	
	Louise Stanton (LS), Lead School, Malmesbury School	✓
	Shona Taylor (ST), Careers Hub Lead, Wiltshire Council	✓
<b>Guests:</b>	Darren Barber (DB), representing Vicky Dunicliffe, Fairfield Farm College	✓
	Tam Blaikie (TB), Swindon and Wiltshire Careers Hub	Apologies ✓
	Dr Sarah Green (SGr) – NHS Bath, Swindon & Wiltshire Academy	
	Martin Wright (MW) – Martin Wright Design SWLEP Comms	
<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	9am	Welcome, introductions and apologies	Verbal	PB
2.1	9.05am	Review of minutes and actions from 9 February 2023.	Paper 2.1	PB / ST
2.2		Actions Log: <ul style="list-style-type: none"> <li>ST to liaise with DKH to ensure AB was invited to future meetings. <i>Action complete.</i></li> <li>ST and DKH to ensure inclusion of LMI as standard item on future agendas. <i>Action complete.</i></li> </ul>	Paper 2.2	

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> <li>TB to return with suggestions for discussion on LMI breakdown by sectors on SWLEP dashboard when updates are complete. <i>Action ongoing.</i></li> <li>ST to send Provider Access Legislation information to governors. <i>Action complete.</i></li> </ul>		
3.0	9.15am	Review of the academic year <ul style="list-style-type: none"> <li>Benchmark performance YTD</li> <li>Project and activities review YTD</li> <li>ATE Project Outcomes</li> </ul>	Presentation	ST
4.0	9.50am	CEC Targets, KPIs and Projects for 2023/2024	Paper 4.0 Presentation	ST
5.0	10.15am	Your Placement <ul style="list-style-type: none"> <li>Project review to date</li> <li>Plan for Phase 3</li> </ul>	Presentation	DB
6.0	10.30am	Electively Home Educated project <ul style="list-style-type: none"> <li>Project Update</li> <li>Next steps</li> </ul>	Presentation	ST
7.0	10.40am	Labour Market Intelligence (LMI)	Presentation	PB
8.0	10.55am	AOB	Verbal	All
	11am	Close		
		<p><b>Next Meeting:</b> Thursday, 14 September – 10.30am to 12.30am</p> <p><b>Meetings for 2023:</b> Tuesday, 11 July – 9am to 11am Thursday, 7 December – 10.30am to 12.30am</p> <p>All meetings to be held virtually unless otherwise specified.</p>		