

AGENDA

Swindon and Wiltshire Careers Hub - Steering Group Meeting

Tuesday, 20 February 2024

2pm – 4pm

Venue: via conference call

Steering Group	Laura Arlott (LA), Skills Adviser, SWLEP Skills Lead	✓
	Darren Barber (DB), representing Vicky Dunncliffe, Fairfield Farm College	Apologies
	Amanda Butler (AB) – attendance to be confirmed	
	Sally Burnett (SB), Swindon Borough Council	Apologies
	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), Careers Hub Lead, Wiltshire Council	✓
	Suzy Wright (SW), Regional Lead CEC	✓
	Debby Skellern (DS) – CEO, SWLEP	✓
	Louise Stanton (LS), Lead School, Malmesbury School	✓
Guests:	SWLEP Comms – Tim Burghes	✓
	Careers Hub Jaime Williamson (JW)	✓
Chair:	Debby Skellern (DS)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Paper	Lead
1.0	2pm	Welcome, introductions and apologies Declaration of conflicts of interest	Verbal	DS
2.1	2.05am	Review of minutes and actions from 7 December 2023.	Paper 2.1	DS
2.2		Actions Log: <ul style="list-style-type: none"> Start small, Dream big Primary Careers Project - Sally Burnett, Annette Holdsworth and Steve Bogg, Swindon Borough Council's Head of School Effectiveness, to hold a meeting offline to maintain momentum at high profile. <i>Update: Meeting scheduled for 8 February 2024.</i> 	Paper 2.2	SH

Item	Timing	Topic	Paper	Lead
		<ul style="list-style-type: none"> Careers Hub Team members to liaise with SWLEP Comms as appropriate to promote business engagement to their projects. <i>Update: ongoing.</i> The re-aligned budget for Priority 2 to be re-issued after discovery of an error. <i>Update: COMPLETED</i> 		
3.0	2.10pm	CEC update	Verbal and discussion	SW
4.0	2.30pm	Staffing/structure update for Careers Hub	Presentation	SH
5.0	2.35pm	Finance: Budget position 2023/24 and funding update for 2024/25	Paper 5	SH
6.0	2.55pm	Performance against targets: Compass data	Paper 6	SH
7.0	3.10pm	Labour Market Intelligence (LMI)	Presentation	LA
8.0	3.25pm	Overview of Appren-T-Fest events	Presentation	SH
9.0	3.35pm	CEC's Apprenticeship & Technical Education (ATE) workshop outline	Presentation	SH
10.0	3.40pm	Insight Days Project update	Presentation	JW
11.0	3.55pm	AOB	Verbal	ALL
	4pm	Close		
		<p>Next Meeting: w/c 6 May</p> <p>Meetings for 2024: Indicative dates 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>		