

AGENDA

SWLEP Skills & Talent Subgroup

Date: Friday, 12 January 2024

Time: 2.15pm – 4.15pm

Venue: Online via Microsoft Teams

Name	Role	Attendance
Beverley Walker (BW)	DfE	To be confirmed
Sally Burnett (SB)	Swindon Borough Council Skills Lead	
Helen Carpenter (HC)	representing Wiltshire Association of Secondary School Heads (WASSH)	To be confirmed
Katie Cross (KC)	Wiltshire Council	
Catherine Davis (CD)	Director, Education & Skills, Wiltshire Council	To be confirmed
Doug Gale (DG)	SWLEP Board Director and Qinetiq	
Jo Grenfell (JG)	Wiltshire College & University Centre	
Iain Hatt (IH)	Wiltshire College & University Centre – SWLEP Board Director and Subgroup Chair	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Neil Pouney (NP)	Head of School, UTC	To be confirmed
Col Matt Palmer (MPa)	SWLEP Board Director and Commander South West	To be confirmed
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	
Leah Palmer (LP)	Swindon New College & University Centre	✓
Chris Parsons (CP)	Cities & Local Growth Unit Representative	
Mandy Paterson (MP)	Inspire by Wessex Chamber and Co-chair of Wiltshire skills, education, and employment skills board	✓
Debby Skellern	Chief Executive Officer, SWLEP	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Karen Taylor (KT) / Sally Cook (SC) /	DWP	Apologies (SC)
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	

Name	Role	Attendance
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	
Guests		
Laura Arlott (LA) / Chris Stevens (CS) / Comms	SWLEP Ltd	✓✓
Darran Marks (DM)	Institute of Technology (IoT)	✓
Matthew Butcher (MB) /	Swindon New College & University Centre	✓
Steve Haines (SH)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	
Chair:	Iain Hatt (IH)	
Minutes:	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	2.15pm	Welcome, introductions and Conflicts of Interest		IH
2.1	2.20pm	Minutes of the meeting of 8 November 2023.	Paper 2.1	IH
2.2		Matters arising: <ul style="list-style-type: none"> ST and DG to make contact outside the meeting to discuss the point of contact for teachers into the workplace of Qinetiq. ST to circulate list of apprenticeship events in Swindon and Wiltshire to Subgroup. COMPLETED Business West had devised a project brief and form for providers to complete online to ascertain skills provision and gaps. MTu to share with the group to see if it was fit for purpose. COMPLETED MTu to provide: <ul style="list-style-type: none"> Business at Risk register article/statistics; LSIP marketing strategy outline; deep dive summary to date; and to share funding stream documents after filter/approvals via Skills & Talent group management. 		IH
3.0	2.25pm	Careers Hub update	Presentation	SH

Item	Timing	Topic	Papers	Lead
4.0	2.45pm	Local Skills Improvement Plan (LSIP): <ul style="list-style-type: none"> • key activities to share with the Subgroup since the last meeting • Mapping priority provision and associated funding gaps to enable delivery 	Presentation	MTu
5.0	3pm	Local Skills Improvement Plan (LSIP) Governance Working Group	Paper 5.0	IH/DS
6.0	3.15pm	Accountability Statements Guidance and duty to review 'regionally'	Presentation	IH
7.0	3.30pm	Labour Market Intelligence (LMI)	Presentation	LA
8.0	3.45pm	Rural Economy Sector Group (RESG) and skills event	Verbal	RC
9.0	3.55pm	LEP Functions update	Verbal	DS
10.0	4.05pm	Items for the next meeting <ul style="list-style-type: none"> • Membership/organisations to engage • DWP Universal Review update – Sarah Cathcart • LSIF Progress report – Jo Grenfell • Skills Strategy update – Sally Burnett / Katie Cross 	Verbal	IH
11.0	4.10pm	AOB <ul style="list-style-type: none"> • Advanced British Standards consultation 		ALL LA
		Date of next meeting Wednesday, 6 March 2024 – 9.15am to 11.15am		
		Further dates for 2024: Wednesday, 8 May – 10am to 12 noon Tuesday, 2 July – 2pm to 4pm w/c 9 September – to be confirmed w/c 4 November – to be confirmed All meetings will take place via Teams conference call unless otherwise specified.		
	4.15pm	Close		