

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Wednesday, 9 November 2022

**Time:** 10am – 12noon

**Venue:** Via video / teleconference using Microsoft Teams link on calendar invite

Name	Role	Attendance
Chris Van Roon (CVR)	DfE	
Paddy Bradley (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	
Doug Gale (DG)	SWLEP Board Director, Qinetiq	
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Col Gary McDade (GMC)	Commander South West	✓
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	RB Tentative IT Apologies
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	✓ GK-M
Emily Manser (EM)	Cities & Local Growth Unit Representative	✓
Carole Kitching (CK) - Chair	SWLEP Board Director and Principal, New College Swindon	✓
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Sally Cook (SC) / Karen Taylor (KT) / Daniella Dougherty (DD)	DWP	✓ SC ✓ KT DD tentative
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills and SWLEP Skills Lead	✓
<b>Employers</b>		
Name yet to be advised	Representative from Gooding Accounts	
Rick Kavanagh (RK)	Representative from MoD	

Name	Role	Attendance
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	✓
<b>Guests</b>		
Mik Belcher (MB) and Cheryl Cole (CC)	Seetecplus	
Laura Hutchings (LH) and Amy Wetherill (AW)	SWLEP	✓
Amanda Peach (AP) and / or Laura Arlott (LA)	SWLEP Enterprise and Skills Advisers	✓ AP LA Apologies
Shona Taylor (ST),	Swindon & Wiltshire Careers Hub Lead	
Matt Tudge (MTr)	Business West - LSIP Designated Employer Representative Body	
<b>Chair:</b>	Carole Kitching (CK)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	10am	Welcome, introductions and Conflicts of Interest		CK
2.1	10.05pm	Minutes of the meeting of 14 September 2022.	Paper 2.1	CK
2.2		<b>Matters arising:</b> <ul style="list-style-type: none"> <li>Green Skills &amp; Jobs proposal - the spreadsheet would be populated and brought back to the next meeting.</li> <li>Dr Sarah Green to link with LA to highlight careers pathways for businesses in the care sector.</li> </ul> <b>CONTACTS EXCHANGED</b> <ul style="list-style-type: none"> <li>Local Skills Improvement Plans – to be on agenda going forward. <b>ON-GOING</b></li> <li>Raspberry Pi project - LA to update the group on progress. <b>ON AGENDA</b></li> </ul>		CK



Item	Timing	Topic	Papers	Lead
3.0	10.10am	Labour Market Intelligence (LMI)	Presentation	PB
4.0	10.30am	Local Skills Improvement Plan <ul style="list-style-type: none"> <li>• Progress to date</li> <li>• Evidence base</li> <li>• Emerging ideas, issues and potential content of the report</li> <li>• Next steps</li> </ul>	Presentation	MTu
5.0	11.10am	Careers Hub update	Presentation	ST
6.0	11.25am	Raspberry Pi programme update	Verbal	AP
7.0	11.40am	Apprenticeship campaign update	Verbal	AP
8.0	11.55am	AOB	Verbal	ALL
		<b>Date of next meeting</b> Wednesday, 11 January – 10am to 12 noon at Institute of Technology, Swindon		
		<b>Futures dates for 2023:</b>  Tuesday, 7 March – online Thursday, 18 May – at Business Cyber Centre, Chippenham Thursday, 13 July – online Wednesday, 13 September – Wiltshire College & University Centre, Salisbury Wednesday, 8 November- online		
	<b>12noon</b>	<b>Close of meeting</b>		