

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 14 July 2022

Time: 10am – 12noon

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

Name	Role	Attendance
Alison Thorpe	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	Apologies
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	Tentative
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	✓ ✓
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	Tentative
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	
Sally Cook (SC)	DWP	✓
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills and SWLEP Skills Lead	✓
Employers		
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	Tentative
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	✓
Guests		
Mik Belcher (MB)	Seetecplus	✓
Katie Cross (KC) and Elizabeth Read (ER)	Wiltshire Council	
Amanda Peach (AP) and / or Laura Arlott (LA)	SWLEP Enterprise and Skills Advisers	✓✓
James Slade (JS)	imsm	✓
Shona Taylor (ST),	Swindon & Wiltshire Careers Hub Lead	
Chair:	Carole Kitching (CK)	
Minutes:	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 8 March 2022. There was no meeting in May.	Paper 2.1	CK
2.2		Matters arising: <ul style="list-style-type: none"> Green Skills and Jobs: volunteers for the Task & Finish Group to indicate their interest to DKH by next week. COMPLETED (Were Mandy Timbrell, Sally Burnett, Laura Alcott, Amanda Peach and Cheryl Cole.) ON AGENDA An audit of providers to map out what was currently available and bring that summary back to the meeting. ON AGENDA National Highways potential project on A303: update to be given at subsequent meeting. Digital Bootcamps: update at the next meeting. ON AGENDA 		CK

Item	Timing	Topic	Papers	Lead
		<ul style="list-style-type: none"> Planning for a themed meeting on Apprenticeships: ST offered to bring the outline planned activity and early findings of the Careers Hub survey and focus group regarding apprenticeships to the meeting. ON AGENDA 		
3.0	10.10am	The aspects of the Delivery Plan to be overseen by the Skills & Talent Subgroup. https://static.swlep.co.uk/swlep/docs/default-source/strategy/delivery-plan-for-sustainable-economic-growth-2022-final.pdf?sfvrsn=1b510dc2_11	Presentation	PB
4.0	10.25am	Green Skills and Jobs <ul style="list-style-type: none"> Proposal from Task & Finish Group 	Presentation	MT / KC / ER
5.0	10.45am	Policy, performance and bidding updates <ul style="list-style-type: none"> LMI Skills Bill Digital bootcamps Careers Hub 	Presentation	PB
5.1			Verbal	CK
5.2			Verbal	LA
5.3			Verbal	ST
5.4			Presentation	ST
6.0	11.45am	Planning for a themed meeting on Apprenticeships	Verbal	ALL
7.0	11.55am	AOB	Verbal	ALL
		Date of next meeting Wednesday, 14 September – 10am to 12noon Via video / teleconference call		
		Meetings for 2022 Wednesday, 9 November – 10am to 12noon All meetings will take place via video / teleconference call until further notice.		
	12noon	Close of meeting		