

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Wednesday, 14 September 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	Apologies
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	Apologies
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)	Tentative (RB) Apologies (IT)
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	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Tentative
Sally Cook (SC) / Karen Taylor (KT) / Daniella Dougherty (DD)	DWP	Tentative SC ✓(KT) Tentative (DD)
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills and SWLEP Skills Lead	Apologies
<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)	Apologies
Matt Leach (ML)	Beards Construction	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
<b>Guests</b>		
Mik Belcher (MB) and Cheryl Cole (CC)	Seetecplus	
Sarah Green (SGr)	NHS Bath, Swindon & Wiltshire Academy	✓
Amanda Peach (AP) and / or Laura Arlott (LA)	SWLEP Enterprise and Skills Advisers	Apologies (AP) ✓ (LA)
Shona Taylor (ST),	Swindon & Wiltshire Careers Hub Lead	✓
Lauren Homes (LH) Lizzie Lyons (LL)	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 July 2022.	Paper 2.1	CK
2.2		<b>Matters arising:</b> <ul style="list-style-type: none"> <li>References to “colleges” on the diagrams should be changed to “training providers” for the Green Skills proposal. <b>COMPLETED</b></li> <li>CK to provide DKH with the crib sheet detailing above highlights from Skills Bill. <b>COMPLETED</b></li> <li>LA to contact Rachid to obtain information regarding numbers of participants and outcomes from Digital Bootcamps.</li> </ul>		CK



Item	Timing	Topic	Papers	Lead
3.0	10.10am	NHS Bath, Swindon & Wiltshire Academy	Presentation	SG
4.0	10.25am	Green Skills and Jobs <ul style="list-style-type: none"> <li>Proposal from Task &amp; Finish Group</li> </ul>	Presentation	PB
5.0 5.1 5.2 5.3 5.4	10.55am	Apprenticeships campaign update: <ul style="list-style-type: none"> <li>progress towards the target of 50 companies taking on apprentices for the first time;</li> <li>summary of the activities we are undertaking to achieve the target;</li> <li>Careers Hub apprenticeship project (ST); and</li> <li>any other relevant update.</li> </ul>	Presentations   Paper 5.3	LA and ST
6.0	11.15am	Local Skills Improvement Plan (LSIP) 2023 – update from the employer representative body designated by the DfE to lead the LSIP work for our area.	Presentation	LH and LL Business West
7.1	11.45am	Raspberry Pi project update	Paper 7.1	LA / AP
7.2		Careers Hub update	Paper 7.2	ST
8.0	11.55am	AOB	Verbal	ALL
		<b>Date of next meeting</b> Wednesday, 9 November – 10am to 12noon Via video / teleconference call		
		<b>Futures dates for 2023:</b>  Wednesday, 11 January - at Institute of Technology, Swindon Tuesday, 7 March – online Thursday, 18 May – at Business Cyber Centre Thursday, 13 July – online Wednesday, 13 September – Wiltshire College & University Centre, Salisbury Wednesday, 8 November- online		
	12noon	<b>Close of meeting</b>		