

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Wednesday, 11 January 2023

**Time:** 10am – 12noon

**Venue:** Top floor, Pegasus Building, Institute of Technology, North Star Avenue, Swindon, SN2 1DY

Name	Role	Attendance
Chris Van Roon (CVR)	DfE	Apologies
Paddy Bradley, MBE (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	Apologies
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	✓ (RB)
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	
Emily Manser (EM) and Jenna Hunt (JH)	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)	✓
Sally Cook (SC) / Karen Taylor (KT) / Daniella Dougherty (DD)	DWP	Apologies (SC)
Mandy Timbrell (MT)	Wiltshire Council, Head Employment and Skills	
<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
Mik Belcher (MB) and Cheryl Cole (CC)	Seetecplus	
<b>Guests</b>		
Katie Cross (KC) – representing Mandy Timbrell	Wiltshire Council	
Amanda Peach (AP) and / or Laura Arlott (LA) / Amy Wetherill (AW)	SWLEP Enterprise and Skills Advisers	✓ (AP) Apologies (LA) and (AW)
Shona Taylor (ST),	Swindon & Wiltshire Careers Hub Lead	
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	Tentative
Darran Marks (DM)	Institute of Technology (IoT)	✓
Andrew Gudgeon, OBE (AG) / Paul Moorby, OBE (PJM) / Basit Mohammed (BM) / José StClair (JSC) / Dr Mark Matthews (MM)	SWLEP Chair and Directors	✓✓✓✓  Tentative
<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 9 November 2022.	Paper 2.1	CK
2.2		<b>Matters arising:</b> <ul style="list-style-type: none"> <li>Action: SB to liaise with AP on the processes used for key learnings of the Apprenticeship Campaign and Kickstart Programme to engage with new employers. <i>Update: regular dialogue with Morag Sullivan at Swindon Borough Council which feeds into its skills landscape.</i></li> </ul>		CK

Item	Timing	Topic	Papers	Lead
3.0	10.10am	Labour Market Intelligence (LMI)	Presentation	PB
4.1	10.30am	Local Skills Improvement Plan update <ul style="list-style-type: none"> <li>• Progress to date</li> <li>• Emerging ideas, issues and potential content of the report</li> <li>• Next steps</li> </ul>	Presentation	MTu
4.2	10.55am	Creation of Local Steering Group	Verbal	CK
5.0	11.10am	Careers Hub update	Presentation	ST
6.0	11.25am	SWLEP Computer Coding Challenge 2023	Verbal	AP
7.0	11.35am	Update on the Institute of Technology (IoT)	Presentation	DM
8.0	11.55am	AOB	Verbal	ALL
		<b>Date of next meeting</b> Tuesday, 7 March – 2pm to 4pm online		
		<b>Futures dates for 2023:</b>  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>		
	12noon	Optional tour of the Institute of Technology		