

AGENDA

SWLEP Skills & Talent Subgroup

Date: Thursday, 13 September 2023

Time: 2pm – 4pm

Venue: Online via Microsoft Teams

Name	Role	Attendance
Chris Van Roon (CVR)	DfE	
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Doug Gale (DG)	SWLEP Board Director and Qinetiq	Apologies
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	✓
Col Gary McDade (GMc)	SWLEP Board Director and Commander South West	Tentative
Helean Hughes (HH)	Director, Education & Skills, Wiltshire Council	
Rod Bell (RB) OR Ian Tucker (IT)	representing Wiltshire Association of Secondary School Heads (WASSH)	Apologies
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	Apologies
Name to be advised	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 Co-chair of Wiltshire skills, education, and employment skills board	✓
Debby Skellern	Acting Chief Executive Officer, SWLEP	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	✓
Sally Cook (SC) / Danielle Dougherty (DD)	DWP	✓
Katie Cross (KC)	Wiltshire Council	✓
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Rick Kavanagh (RK)	Representative from MoD	
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	✓
Matt Leach (ML)	Beards Construction	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
Cheryl Cole (CC) / Mik Belcher (MB)	Seetecplus	



Name	Role	Attendance
Guests		
Laura Arlott (LA) / Chris Stevens (CS) / Comms	SWLEP Ltd	✓ ✓
Jo Grenfell (JG)	Wiltshire College & University Centre	✓
Julian Head (JH)	Wiltshire Council	✓
Darran Marks (DM)	Institute of Technology (IoT)	
Bruce Morley (BM) and Andres Schaefer (AS)	University of Bath	✓ ✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
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	10.05am	Minutes of the meeting of 13 July 2023.	Paper 2.1	CK
2.2		Matters arising: <ul style="list-style-type: none"> Action: Tim Burghes to follow up with Karen Taylor regarding in work progression. Update: status requested. 		CK
3.0	10.10am	LEP Transition statement next steps update	Verbal	DS
4.0	10.15am	Local Skills Improvement Plan (LSIP), the next two years	Presentation	MTu
5.0	10.35am	Local Skills Improvement Fund (LSIF) update	Presentation	JG
6.0	10.45am	Careers Hub update	Presentation	ST
7.0	11.05am	Labour Market Intelligence (LMI) report	Presentation	BM / AS
8.0	11.30am	UKSPF skills updates		
8.1		<ul style="list-style-type: none"> Swindon Borough Council 	Verbal TBC	SB
8.2		<ul style="list-style-type: none"> Wiltshire Council 	Presentation	JH
9.0	11.50am	Items for the next meeting suggestions		CK
10.0	11.55am	AOB	Verbal	ALL
		Date of next meeting		



Item	Timing	Topic	Papers	Lead
		Wednesday, 8 November – Wiltshire College & University Centre, Salisbury		
		Indicative futures dates for 2024: w/c 8 January w/c 4 March w/c 7 May (Monday, 6 May being Bank Holiday) w/c 1 or 8 July w/c 9 September w/c 4 November		