

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Thursday, 18 May 2023

**Time:** 2pm – 4pm

**Venue:** Business Cyber Centre, Unit 7, Greenways Business Park, Chippenham, SN15 1BN

Name	Role	Attendance
Chris Van Roon (CVR)	DfE	
Paddy Bradley, MBE (PB)	Chief Executive Officer, SWLEP	✓
Sally Burnett (SB)	Swindon Borough Council Skills Lead	tentative
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	tentative
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)	Apologies
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 Co-chair of Wiltshire skills, education, and employment skills board	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Sally Cook (SC)	DWP	✓
Katie Cross (KC)	Wiltshire Council	✓
<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>		
Laura Arlott (LA) / Amy Wetherill (AW)	SWLEP Ltd	Apologies
Jo Grenfell (JG)	Wiltshire College & University Centre	
Darran Marks (DM)	Institute of Technology (IoT)	
Steve Haines (SH) and Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓ Apologies
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	✓
<b>Chair:</b>	Paddy Bradley (PB)	
<b>Minutes:</b>	Deborah House (DKH)	

Item	Timing	Topic	Papers	Lead
1.0	2pm	Welcome, introductions and Conflicts of Interest		CK
2.1	2.05pm	Minutes of the meeting of 7 March 2023.	Paper 2.1	CK
2.2		<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• RL of FSB offered to assist with the engagement of small businesses for more SME input to the process. MTu and RL to speak offline. <i>Update.</i></li> <li>• add work readiness for discussion in the Careers Hub Steering Group meeting. <i>Update: ON GOING</i></li> <li>• a request was made for Steve Haines to attend the next Skills &amp; Talent Subgroup meeting to give an update on SEND progress. <b>ON AGENDA</b></li> </ul>		CK



Item	Timing	Topic	Papers	Lead
		<ul style="list-style-type: none"> <li>SB to share Swindon Borough Council's involvement in the Multiply Programme at the next meeting. <b>ON AGENDA</b></li> </ul>		
3.0	2.10pm	Local Skills Improvement Plan (LSIP) <ul style="list-style-type: none"> <li>update on priorities and the underpinning evidence base</li> <li>next steps</li> </ul>	Presentation	MTu
4.0	2.55pm	Careers Hub update <ul style="list-style-type: none"> <li>deep dive on outcomes and careers education provision for learners with special educational needs and/or difficulties (SEND)</li> <li>update on workshop at the Careers Hub Steering Group on Technical Education</li> </ul>	Presentations	SH  SH
5.0	3.30pm	The Multiply Programme – update on provision in Swindon and Wiltshire <ul style="list-style-type: none"> <li>Swindon Borough Council</li> <li>Wiltshire Council</li> </ul>		SB KC
9.0	3.55pm	AOB	Verbal	ALL
		<b>Date of next meeting</b> Thursday, 13 July – online		
		<b>Futures dates for 2023:</b>  Wednesday, 13 September – Wiltshire College & University Centre, Salisbury Wednesday, 8 November- online		
	4pm	<b>Close of meeting</b>		