

## AGENDA

### SWLEP Skills & Talent Subgroup

**Date:** Wednesday, 8 November 2023

**Time:** 1pm – 3pm

**Venue:** Online via Microsoft Teams

Name	Role	Attendance
Chris Van Roon (CVR)	DfE	Apologies
Sally Burnett (SB)	Swindon Borough Council Skills Lead	
Katie Cross (KC)	Wiltshire Council	✓
Doug Gale (DG)	SWLEP Board Director and Qinetiq	
Iain Hatt (IH)	Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	Tentative
Col Gary McDade (GMC)	SWLEP Board Director and 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)	(RB) Apologies / (IT) ✓
Guy Keith-Miller (GK-M) / Simon Flenley (SF)	representing HEI Pathways & Provisions Group	
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)	Apologies
Karen Taylor (KT) / Sally Cook (SC) / Danielle Dougherty (DD)	DWP	(KT) ✓ / (SC) Apologies
<b>Employers</b>		
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)	Apologies
Matt Leach (ML)	Beards Construction	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies

Name	Role	Attendance
<b>Guests</b>		
Laura Arlott (LA) / Chris Stevens (CS) / Brea Woods (BW) / Comms	SWLEP Ltd	✓✓ ✓
Darran Marks (DM)	Institute of Technology (IoT)	
Matthew Butcher (MB) / Leah Palmer (LP)	Swindon New College	✓✓
Shona Taylor (ST)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	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	1pm	Welcome, introductions and Conflicts of Interest		CK
2.1	1.05pm	Minutes of the meeting of 13 September 2023.	Paper 2.1	CK
2.2		Matters arising: <ul style="list-style-type: none"> <li>Matt Tudge of Business West to send provider mapping for review. <b>COMPLETED</b></li> <li>Wiltshire College &amp; University Centre and New College Swindon to establish a small working group to scope out the task with Business West, SWLEP and other key stakeholders. <b>ON AGENDA</b></li> </ul>		CK
3.0	1.10pm	Careers Hub update	Presentation	ST
4.0	1.35pm	Local Skills Improvement Plan (LSIP) progress update  Deep dive LSIP priorities – emerging findings from events in the patch  Mapping priority provision and associated funding gaps to enable delivery	Presentation	MTu  IH
5.0	2.05pm	Local Skills Improvement Plan (LSIP) governance – Working Group to set the framework	Verbal	CK/DS
6.0	2.20pm	Cyber ICE apprenticeship event - IoT	Presentation	Brea Woods



Item	Timing	Topic	Papers	Lead
7.0	2.40pm	Future arrangements: Skills & Talent Subgroup Chair	Verbal	CK
8.0	2.50pm	Items for the next meeting – suggestions	Verbal	CK
9.0	2.55pm	AOB	Verbal	ALL
		<b>Date of next meeting</b> Indicative date w/c 8 January.		
		<b>Further indicative dates for 2024:</b>  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		