

## SWLEP Skills and Talent Subgroup AGENDA

Date: 4<sup>th</sup> September

Time: 10.30am – 12.30pm

Venue: Wavin, Parsonage Way, Chippenham

<b>Membership:</b>	Amanda Burnside / Sally Burnett/ Jackie Tuckett/ Mandy Patterson/Julia Falaki / Mike Godfrey / Adam Schallamach / Phil Townsend / Camilla Radcliffe / Karen Leigh / Peter Wragg / Paddy Bradley
<b>Guests:</b>	Katie Cross / Mandy Timbrell /Morag Sullivan / Kirstie Barter
<b>Apologies:</b>	Mike Godfrey
<b>Chair:</b>	Amanda Burnside
<b>Minutes:</b>	Trudie Clarkson

Item	Timing	Topic	Paper No.	Lead
1.	10.30am	Welcome and Introductions		AB
2.	10.35am	Minutes of the last meeting and matters arising		AB
3.	10.45am	Update from Skills and Employment Boards	Verbal	MG/MP
4.	10.55am	HE Strategy – overview of work of HE Task Group	Paper 1/2	SB
		Update on IoT	Paper 3	SB/MG
5.	11.20am	LEP Programmes Highlight Reports Higher Futures Careers Enterprise Network	Paper 4 Paper 5	MT KB
6.	11.40am	Careers Hub	Presentation	SB/JT
7.	12.00pm	Update on Apprenticeship Campaign	Paper 6	JT/SB
8.	12.10pm	Update on Industrial Strategy and feedback from Working Group	Verbal	AB/PB
10.	12.20pm	AOB		
11.		<b>Date of next meeting 6<sup>th</sup> November 10-12, Monkton Park, Chippenham</b>		
	12.00pm	Close		