

**Coast to Capital – Skills 360 Board Meeting 1**

Thursday 7 February 2019: 4.00pm – 6.00pm

Barcelona Meeting Room, 5th Floor, Destinations Place, Gatwick Airport

**Meeting Minutes****Board Members:**

Nick Juba (NJ) – Chair; Bob Pickles (BP) – Vice-Chair; Alison McManamon (AM); Darren Hockaday (DH); Frances Rutter (FR); Gavin Wright (GW); Oonagh McPhillips (OM); Robert Pye (RP); Simon Pringle (SP); Winston Mahaffy (WH); Zoe Wright (ZW)

**Attendees:**

Cath Goodall (CG) - Cities & Local Growth Unit; Kirsten Trussell (KT) – Coast to Capital; Claire Witz (CW) – Coast to Capital; Jon Alderman (JA) – Coast to Capital.

**1. Introduction****a) Welcome, apologies and introductions**

NJ introduced the inaugural meeting of employment and skills Board for Coast to Capital LEP, Skills 360 Board.

NJ welcomed Cath Goodall from the Cities & Local Growth Unit of BEIS.

Apologies were noted from Debra Humphris and Jonathan Sharrock.

All Board members introduced themselves and NJ explained that Coast to Capital are in the process of recruiting two further Board members which will consist of one independent training provider representative and one community and voluntary sector representative. These members will attend the next Board meeting.

**b) Declarations, Disclosures & Conflicts of Interest**

NJ read out the standard Conflicts of Interest statement.

There were no conflicts arising from agenda items.

**c) Nomination of Chair and Vice Chair**

NJ and BP left the meeting room.

FR nominated Nick Juba for the position of Chair of the Skills 360 Board, this was seconded by ZW. NJ was duly elected.

FR nominated Bob Pickles for the position of Vice-Chair of the Skills 360 Board, this

was seconded by SP. BP was duly elected.

NJ and BP re-entered the meeting room.

## **2. Context**

### **a) Gatwick 360 Strategic Economic Plan and development of a Local Industrial Strategy**

KT presented to the Board on the Gatwick 360 strategic economic plan and the development of a Local Industrial Strategy for the Coast to Capital area.

Gatwick 360 priorities were discussed and CG commented that the Local Industrial Strategy (LIS) will be a strategic document.

KT informed the Board that the government do not wish to see funding and resources within the LIS but that it will form a framework on which Coast to Capital then bases the investment requirements for the area.

BP asked what the timescale of the LIS will be. KT informed the meeting that Coast to Capital will have an agreed LIS by March 2020 and will work on the priorities through to 2030.

### **b) An overview of skills in the region**

CW gave a presentation on the current skills profile of the Coast to Capital area.

KT and CW answered questions regarding the presentations.

GW queried the distribution of the economically inactive population across the Coast to Capital area.

**ACTION** – CW/JA to gather the data and report back to the Board

GW and RP discussed the level of military personnel in the Coast to Capital area, including existing personnel, ex personnel and those in the army reserve. The armed forces should not be overlooked when considering skills for the workforce, re-skilling and up-skilling.

BP commented that as a Board we need to ensure that we consider all groups within the population including those with learning difficulties and disabilities. Also that funding such as European Social Funds (ESF) and its successor should be considered.

CG stated that the successor fund for ESF is likely to be the UK Shared Prosperity Fund and government will be consulting on the fund in the near future.

NJ stated that it is a critical role for the Skills 360 Board to identify priorities and construct meaningful cases for investment in skills to support public and private sector access funding.

FR asked about the mortality rates of businesses within the Coast to Capital area.

**ACTION** – CW/JA to gather data and report back to the Board.

Higher needs learners and workers were discussed and it was agreed that the Skills 360 Board will require regular feedback on this group of the population to ensure the Board is aligned with their needs.

### **3. Purpose and Priorities**

#### **a) Skills Advisory Panel**

NJ introduced the Skills Advisory Panel (SAP) Overview paper and explained the requirements set by government for all LEPs to carry out the function of a SAP through their employment and skills Boards.

It was agreed that the Skills 360 Board will take on the roles and responsibilities of a SAP for the Coast to Capital area and this will be reflected in the group's terms of reference.

#### **b) Our Priorities**

NJ introduced the Our Priorities paper and explained that it is a draft of the priorities that have already identified in discussions with members of the Board.

The Board discussed the skills priorities in the Coast to Capital area in some depth. The discussions included:

- The importance of high quality careers guidance. The group was informed that the Enterprise Advisor Network (EAN) for the area is managed by Coast to Capital. The Coast to Capital Board would like to task the Skills 360 Board to oversee the governance of the Enterprise Advisor Network. The Board requested further information regarding the EAN programme and it was agreed this will be an agenda item for the next meeting  
**ACTION** – KT/CW to provide information on EAN to the March 2019 meeting
- Incentivising providers to offer different learning routes to different groups of the population including those with learning difficulties and disabilities and older learners.
- The provision of generic skills for all, including employability skills
- Digital skills for all. There is a high demand for digital skills provision that is reactive to the fast changes in technology.
- The Board needs to be considering the characteristics of job roles will be in the future and what skills people will require.
- There is a need to prioritise what sectors in the area require in terms of skills, looking wider than just STEM subjects for which there is currently considerable provision.
- Research is needed into how can the Coast to Capital area gain better access to Apprenticeship funding and Levy funds.
- There is a need to ensure that those who have higher level needs and are further from the labour market are not excluded from future growth. The Board needs to ensure that diversity and wellbeing of the workforce is considered.
- Social mobility of the Coast to Capital population in relation to work and learning should considered in addition to factors such as the productivity of the region.

It was agreed that CW will draft a second version of the Our Priorities document based on the discussions at the meeting for circulation to the Board for agreement before the next meeting. Once the finalised document is agreed it will contribute to the Skills 360 Board Work Plan.

**ACTION** – CW to re-draft the Our Priorities document and send to Board members for approval.

### **C) Terms of Reference**

NJ tabled the draft Terms of Reference for the Board to consider.

It was agreed to approve the terms of reference subject to the agreement of the priorities for the Board, as per the previous item.

### **4. Programme of Work**

NJ introduced the item and CW explained the draft high level programme of work document.

The programme of work was discussed by the Board and it was agreed that it will be reviewed once the updated priorities document is finalised and that clear objectives will be included for the next meeting.

**ACTION** – CW to update the programme of work with clear objectives once the Board have agreed the updated priorities document.

The role of Data Analyst required by the Skills Advisory Panel to undertake a significant role within the programme of work was discussed and KT explained that the role would be for one year fixed term and could be through a secondment.

The Board members agreed to share the job advert.

GW stated that he would be happy to put the advert on the Gatwick portal.

NJ suggested contacting Debra Humphris to advertise the role through University of Brighton.

### **5. Any Other Business**

GW asked if there are other stakeholders that the Board may invite to the meetings regarding particular topics. It was agreed that the Board will consider this at the next meeting.

*Footnote: Unconfirmed minutes – subject to approval/amendment as necessary at the next meeting of the Committee.*