

Coast to Capital – Skills 360 Board Meeting 2Wednesday 27th March 2019: 4.00pm – 6.00pm

University of Brighton, Main Building Room G4, City Campus, Grand Parade, Brighton

Meeting Minutes**Board Members:**

Nick Juba (NJ) – Chair; Bob Pickles (BP) – Vice-Chair; Alison McManamon (AM); Oonagh McPhillips (OM); Simon Pringle (SP); Winston Mahaffy (WH); Zoe Wright (ZW); Christina Dennis (CD); Debra Humphris (DH); Jonathan Sharrock (JS)

Attendees:

Dena Read (DR) - Education Skills Funding Agency; Kirsten Trussell (KT) – Coast to Capital; Claire Witz (CW) – Coast to Capital; Millie Bew (MB) – Coast to Capital.

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

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

NJ welcomed Christina Dennis from WRD Ltd as the new board member representative Independent Training Provider.

Apologies were noted from Darren Hockaday, Gavin Wright, Robert Pye, Susan Brumpton and Frances Rutter.

b) Minutes from last meeting and Matters Arising

Minutes confirmed as accurate aside from DH workplace.

ACTION: MB to correct DH workplace in minutes.

NJ went through the five actions from the last meeting and confirmed these have all been addressed through the action papers 1 and 2, and agenda items for this meeting.

c) Conflict of interest

There were no conflicts arising from agenda items.

2. Local Industrial Strategy update and timelines

NJ introduced the Local Industrial Strategy update and timelines agenda item.

JS gave presentation on the Coast to Capital Local Industrial Strategy (LIS), including the 8 priorities, an explanation of the process and timelines. The presentation also introduced the three proposed products unique to the Coast to Capital area that will feature in the LIS. JS concluded by explaining how Skills Advisory Panel (SAP) activity will feed into the LIS.

JS mentioned that Birmingham and Manchester will be the first areas to publish their LIS so these pilot documents will provide a benchmark.

JS answered questions regarding the presentation.

There was a discussion about the presentation. Discussions included:

- Brexit, the spending review, the future of the European Structural Fund and how what is written in the LIS may affect this.
- The South East growth corridor and Coast to Capital's vision for town based economy.
- The challenges regarding the current policy framework around funding for Higher Education and Further Education.
- Timelines in the context of the SAP analysis work and how that will contribute to the LIS.

It was agreed that the presentation slides will be circulated.

ACTION: MB to share presentation slides.

3. Our Priorities – Updated Report

NJ introduced the skills priorities agenda item, and the Skills Priority paper (Agenda Item 3 – Skills Priorities)

NJ stated the aim of the document is to set out the basis of the board's skills priorities to be tested as part of the evidence gathering exercise, summarises that the document articulates there will be differences across two axis within the Coast to Capital area: geographical and sectorial. Overarching generic themes that are relevant to all geographic areas and sectors are also identified within the document.

The group reviewed the document in some depth, discussing the skills priorities in the Coast to Capital area. The discussions included:

- Existing paper by Greater Brighton Economic Board into sectorial employment trends.
- How the geographies in the area will be divided for research purposes. It was agreed to follow the Coast to Capital division of the three areas: M23/A3 corridor, coastal strip and rural area.
- The focus on women returners was not explicit enough within the document. This should be mentioned explicitly in section 9 of the document around inclusivity.

- The development and future delivery of T-Levels in the Coast to capital area need to be mentioned in the document.

NJ concluded that overall the Skills Priorities document does represent the board's priorities and going forward we need to gather evidence to support these.

ACTION: CW/MB make minor amendments to Skills Priorities document.

4. Skills Advisory Panel: Research programme updated

NJ Introduced the Skills Advisory Panel research programme agenda item, and the SAP Work Plan (Agenda Item 4 – SAP Work Programme).

NJ confirmed CW has been successful in securing resource funding from the DfE to support the research.

KT gave an update that C2C had not been successful in recruiting a senior analyst but are working on a contingency plan which is to create a consultancy brief. The SAP team and LEP network have been contacted to ask if anyone has a brief template.

DH suggested that C2C commission the work to a business school at one of the local Universities. NJ seconded that the commission route would be his recommendation.

JS commented that the commission could be a good secondment opportunity at C2C.

CW gave an overview of the SAP work plan paper, derived from the SAP toolkit, which identifies which topics require desk based and anecdotal research through workshops. CW highlighted that the workshops with stakeholders to discuss anecdotal evidence cannot be undertaken until we have the desk based data.

NJ raised a concern that the analysis must be complete by the end of September, including time for review and discussion by the Board. It was agreed that a draft of timelines working back from the deadline date will be created for the next meeting.

ACTION: CW/MB to draft timeline of Board actions required for the SAP analysis.

DH said that the Greater Brighton Economic Board have commissioned the Institute of Employment Studies to carry out a survey and the SAP analysis may be replicating work. It was agreed that C2C should coordinate with Greater Brighton to identify any overlap.

ACTION: NJ will facilitate conversation between CW/KT and the Greater Brighton Economic Board contacts to discuss.

WM mentioned that the West Midlands and Greater Manchester LIS documents would be useful to look at to give an outline of what is expected from the Board and Coast to Capital.

It was agreed that the West Midlands/Greater Manchester LIS will be circulated when available.

KT stated that Coast to Capital have met with the Skills Advisory Panel team and

raised that some of the data required by the SAP analysis could be available however currently it is distributed by local authority area rather than LEP area.

NJ highlighted the importance of reviewing whether the work set out for the SAP analysis supports the previously discussed Skills Priorities.

5. Immediate priorities: Making use of the Apprenticeship Levy

NJ introduced the agenda item and invited BP to speak about it in more detail.

BP introduced a summary paper on the 5 key priorities identified by the Surrey Employment and Skills Board. The priorities have been identified through work undertaken to gather evidence, which included interviews with levy paying organisations in Surrey.

BP gave more detail on priority Proposal 4: Maximising levy transfer.

BP commented that the Apprenticeship Levy transfer system has been improved. Organisations are now allowed to transfer up to 25% of their levy funds to other non-levy organisations, but there is work to be done around how these relationships would be formed and managed.

BP said the West Midlands Combined Authorities have reached an agreement to re-invest their unspent levy locally, which could be linked to their Local Industrial Strategy. BP asked the Board if this is something they would support locally, rather than unspent levy funds going back to Government. DH, CD and NJ agreed.

NJ suggested a joint letter of support from both the Skills 360 Board and the Surrey Employment and Skills Board be sent to Anne Milton MP. It was agreed that BP would draft a letter.

The board discussed at some length the policy around Apprenticeship Levy transfer. The discussion included:

- Issues with the current policy, highlighting the inflexibility and tight restrictions on how the levy can be spent
- The need to invest levy funds generated in Coast to Capital back into the area
- Suggestion of a brokerage system within the region to link organisations and invest levy funds
- Query around the number of levy payers in the Coast to Capital area and who these businesses are

It was agreed that data showing assumed levy payers in Coast to Capital will be picked up as part of the SAP analysis work.

ACTION: BP to draft joint letter and circulate to the board.

6. Enterprise Adviser Network – Introduction session

NJ Introduced the agenda item.

KT and CW gave a presentation on the Coast to Capital Enterprise Adviser Network (EAN) programme. This included the review of the management and team structure, effective as of 1st April 2019, and the reasoning behind this.

KT highlighted that currently the EAN is fully match funded by C2C, but this could be reviewed in line with other LEPs and suggested this could be match funded by local businesses.

CW and KT answered questions on the presentation.

A discussion took place around the high demand on businesses with regards to work experience placements. SP highlighted the benefits for businesses by engaging with young people at an early age.

A question was raised around the number of people who change career in the Coast to Capital area.

A discussion took place around addressing all age careers advice. It was agreed the lack of a comprehensive and cohesive all age careers advice service is a national issue that needs to be addressed.

It was agreed that the Skills 360 Board's role regarding the governance of the EAN programme will be discussed at the next meeting. There was a request for the presentation slides to be shared after the meeting.

ACTION: CW/MB add the governance of the EAN to the next meeting agenda.

ACTION: MB to share presentation slides.

ACTION: CW/MB to ensure SAP analysis work includes statistics on career changes.

7. Any other business

CW asked if anyone could provide a venue for the next meeting (22nd May) and WM kindly agreed to host the meeting at Thales.

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