

## Coast to Capital Local Industrial Strategy Programme

### Project Initiation Document – Gatwick 360° Priorities

#### Purpose

This Project Initiation Document will be used by the Programme Manager to set the overall scope and purpose of the Coast to Capital Local Industrial Strategy programme. It also sets the context for each of the individual priority work streams to scope their own project with the oversight of the Programme Group.

The PID will be used to monitor progress against the actions set out in *Gatwick 360°*, as well as any further commitments set out as part of the LIS negotiation. Variations from agreed scopes at a later date will need to be reviewed and approved by the Programme Group.

#### Scope

Coast to Capital's Strategic Economic Plan, *Gatwick 360°*, identifies the importance of skills to improving the productivity of our economy through the Priority to Create Skills for the Future setting out an ambition to seek funding for training opportunities and high quality training facilities to make sure that the adult workforce has the skills for future business needs through the LIS negotiations.

This project aims to deliver on the following actions from those set out for delivery between 2018 and 2020:

Form an Employment and Skills Board to ensure that education and skills delivery match the changing requirements of industry.

The Skills 360 Board was established earlier this year and met for the first time in February. It has been charged with overseeing delivery of the actions set out in *Gatwick 360* and of performing the function of a Skills Advisory Panel (SAP) in line with the [DfE guidance](#). SAPs are intended to bring together employers and skills providers to work together to understand and address key local skills challenges – both immediate and future labour market challenges, with the aim to use the evidence base to advise and support providers to deliver the skills required by employers.

Ensure that careers advice fully exposes young people to the specific opportunities within the local economy, in line with the Government's careers strategy.

This action is covered in part by the continued delivery of the Coast to Capital Enterprise Adviser Network until August 2020. The Skills 360 Board has also identified careers advice as a key priority for the area moving forward and as such this will be considered as a part of the 'people' element of the LIS negotiations.

Build an accurate picture of the skills needed in our economy over coming years and the capital investment needed to support their delivery.

A requirement of SAPs is to use the [Analytical Toolkit and Data Sources](#) provided by DfE as well as local intelligence from local stakeholders to develop a robust evidence base on the skills needs and wider labour market challenges in the Coast to Capital area.

We have received £75K to support us to carry out this work. We had hoped to recruit an analyst on a fixed term basis who would work on skills and the LIS but we have been unable to recruit. We have been given permission from DfE to use the money to commission the work externally instead.

We have developed a [Skills and Labour Market Research Project](#) brief in order to commission the work. The brief includes quantitative and qualitative research and will take into account the priorities identified by the Skills 360 Board and will consider the place-based product areas identified for the LIS. The research will culminate in a report which will make recommendations to the Skills 360 Board.

The Skills 360 Board will then use the report and the recommendations to develop business cases for local skills based strategy, policy and investment.

Build a business case for revenue funding to subsidise the training of the adult workforce.

A business case for revenue funding will emerge from the work in the action above.

Prioritise the development of digital skills across the economy, including for older workers.

Digital skills has been identified by the Skills 360 Board as a key priority for the area. The exact nature of the focus of any digital skills provision will be explored as a part of the research work.

We are launching ESF calls over the coming year which will offer the potential for applicants to bid for money to deliver digital skills.

Actively support initiatives to improve skills provision, including an Institute of Technology, the introduction of T Levels, reinforcing existing provision and creating new provision where there is urgent need, such as Haywards Heath.

There is a mix of activity here.

The Coast to Capital area wasn't successful in its application for an Institute of Technology. If the opportunity arises again we will play a leadership role via the Skills 360 Board in identifying possible opportunities.

The Skills 360 Board is considering its role in T Levels and Apprenticeships and will include such activity in a work plan.

Opportunities for reinforced and new provision will be considered for the final LGF round this year and through the LIS negotiations.

## Project Team

*Identify members of the project team. Identify frequency/dates of project team meetings*

Coast to Capital's Head of Strategy and Policy will oversee this project as the SMT Lead for Skills, with the Skills Manager undertaking the project management and reporting to the Skills 360° Board on progress and outcomes.

The Skills Manager will have weekly progress meetings with the company/expert commissioned to undertake the project to monitor performance and manage required resources.

In addition the Coast to Capital Project Coordinator will support the Skills Manager and the company/expert in relation to stakeholder communications and the skills workshops which will take place as part of the project.

Name	Role	Responsibilities	Meetings
Nick Juba	Board Sponsor	Skills 360° Board Chair with overall governance responsibility	<ul style="list-style-type: none"> <li>Board meetings every other month</li> <li>Participation in expert working groups / skills workshops</li> </ul>
Kirsten Trussell	Project Lead (PL)	Responsible for the oversight of the overall project	<ul style="list-style-type: none"> <li>Board meetings every other month</li> <li>Monthly 1:1 meetings with PM</li> </ul>
Claire Witz	Project Manager (PM)	Responsible for the delivery and monitoring of progress of the project	<ul style="list-style-type: none"> <li>Board meetings every other month</li> <li>Monthly 1:1 meetings with PL</li> <li>Twice monthly 1:1 meetings with PS</li> <li>Weekly progress meeting with Commissioned company/expert on the Skills and Labour Market Research Project.</li> </ul>
Millie Bew	Project Support (PS)	<p>Secretariat duties for Skills 360° Board.</p> <p>Support for the PL and PM and responsible for organisation and facilitation of workshops and events</p>	<ul style="list-style-type: none"> <li>Board meetings every other month</li> <li>Twice monthly 1:1 meetings with PS</li> </ul>
TBC	Commissioned company/ expert	Responsible for carrying out the Skills and Labour Market Research Project	<ul style="list-style-type: none"> <li>Weekly progress meetings with PM for duration of project (to 30 Aug 2019)</li> </ul>

## **Stakeholder engagement**

Various workshops, stakeholder events and expert groups will be held as a part of the research and analysis and include representation from the following:

- Schools
- Colleges
- Independent training providers
- Local authorities
- Employers
- Voluntary & community sector organisations