

Coast to Capital – Skills 360 Board Meeting 3

Wednesday 22nd May 2019: 4.00pm – 6.00pm

Thales UK, Manor Royal, Crawley

Meeting Minutes

Board Members:

Nick Juba (NJ) – Chair; Alison McManamon (AM); Christina Dennis (CD); Darren Hockaday (DH); Frances Rutter (FR); Jonathan Sharrock (JS); Oonagh McPhillips (OM); Robert Pye (RP); Simon Pringle (SP); Winston Mahaffy (WH); Zoe Wright (ZW)

Attendees:

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

1. Introduction

a) Welcome, apologies and introductions

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

Apologies were noted from Gavin Wright, Debra Humphris and Bob Pickles.

CW informed the Board that Susan Brumpton has stepped down from the Board due to unforeseen circumstances, and Kevin Delf, CEO of Surrey Lifelong Learning Partnership, who has already been interviewed for Board membership, will be stepping up to fill the role of Community and Voluntary sector representative.

b) Appointment of Chair

NJ stated that this would be his last meeting as the Chair of the Skills 360 Board, and that as the newly appointed Coast to Capital Board Further Education representative FR would be taking over as Chair.

c) Minutes from last meeting and Matters Arising

Minutes confirmed as accurate.

NJ asked if the actions from the last meeting had been addressed, CW confirmed these have all been addressed through the agenda items for this meeting except the letter from Bob Pickles to Anne Milton. CW explained that it had been decided that now would not be an appropriate time to write to Anne Milton due to recent changes in the situation around Apprenticeship Levy. The Surrey Employment & Skills Board, chaired by Bob Pickles, are undertaking some research looking into the current state of Apprenticeship Levy funding and how Government intends to use any un-spent levy going forward. Once this is complete the information will be shared with Skills 360 Board.

d) Conflict of interest

NJ read out the standard Conflicts of Interest statement. There were no conflicts arising from agenda items.

2. Local Industrial Strategy update

NJ introduced the Local Industrial Strategy (LIS) update agenda item.

JS gave an update presentation on the Coast to Capital LIS, including the timelines, notably:

10th July - Coast to Capital Board meeting (A mandate for the LIS consultation is expected)

11th September – Coast to Capital AGM (Potential launch date for the LIS consultation)

JS presented the four proposed products unique to the Coast to Capital area that will shape the LIS, and outlined potential skills challenges for the Board to consider.

JS answered questions regarding the presentation.

Discussions followed including:

- The role of the research project and data findings in the development of the LIS.
- The terminology 'products' and whether this was representative of what is being proposed.
- The potential for growth in the Coast to Capital area and the aim to realise the potential for growth through the LIS. JS informed that Coast to Capital is the 7th largest economy, but 24th out of 38 for growth.
- The role and potential impact of Gatwick Airport on the LIS and negotiations. DH commented that an increase in productivity in the Gatwick area would have disproportionate benefits for the wider economy which should be a key pitching point.
- Business concentration in towns around Gatwick and the issues associated i.e. net out-commute. JS stated that Crawley and Leatherhead are the only two towns near Gatwick Airport with a substantial concentration of business.
- How the skills priorities document fits with the LIS, for example the growth of urban centres and the impact on employment rates in those areas, and the importance of digital and higher level skills in the four product areas.

KT gave a presentation on the recently published West Midlands LIS. The presentation highlighted differences between the Coast to Capital area and the West Midlands, the content and structure of the 'People' section, and some detail about the five 'Interventions' in the West Midlands LIS and the actions outlined in the document to address each one.

There was a discussion about the West Midlands LIS. Discussions included:

- The purpose of a LIS, what the expectations are and how well the West Midlands LIS was received by the group.
- An inclusive growth approach that not only focuses on qualifications and employment, but also factors such as how people travel to work and how these might be impacting employment opportunities.

- Case studies and pilot opportunities.
- The work the West Midlands have done to bring schools, colleges and wider partners together in relation to their 'Collaboration' intervention.
- The level of detail and innovation that should be included in the LIS, and how many of the actions are existing vs. new.

NJ concluded that the Coast to Capital LIS should capture the skills aspirations, and be interesting and concrete to provide a direction for the work of the Skills 360 Board.

ACTION: MB to share presentation slides, web link to West Midlands LIS and web link to Oxford LIS Consultation.

3. Skills Research and Labour Market Project

NJ introduced the agenda item.

CW informed the Board that Coast to Capital has been out to tender with the research brief and received four applications which have been assessed. CW made a recommendation that as the highest scoring proposal from the assessments, Hatch Regeneris should be commissioned to undertake the research.

There was a discussion around the assessment process which included some detail around the scoring criteria and the performance of individual proposals. There was a discussion around the proposal submitted by Hatch Regeneris. The board agreed with the recommendation.

There was a discussion about the research project which included:

- The products of the research project that could be expected from Hatch Regeneris, including sharing ideas around the structure and format of the workshops to gain feedback from key stakeholders on the data.
- The research steering group. RP and SP agreed to be part of the steering group chaired by FR, along with NJ and CD. It was agreed the steering group would meet every 3 weeks, either face to face or virtually, and online resources would be shared for comment in between meetings.
- The timelines of the research project and how these fit with the LIS consultancy timelines.

ACTION: CW to arrange initial meeting between steering group and Hatch Regeneris.

4. Governance of the Enterprise Adviser Network

NJ introduced the Governance of the Enterprise Adviser Network (EAN) agenda item.

CW gave an overview of the EAN for those that were not at the last meeting which included the role of Enterprise Coordinators, the Gatsby Benchmarks, the role of Enterprise Advisers and the role of the Careers and Enterprise Company.

CW summarised the Governance of the Enterprise Adviser Network paper and went through in detail some of the KPIs. CW highlighted the challenges contributing to the number of EAs, and the number of schools and colleges engaged in the network are under target. One of the issues

identified was that some schools and colleges are actively engaged with the EAN, but do not want an EA as they already have their own relationships with businesses which causes a skew in the performance figures.

CW explained the current dashboard reporting process (Annex 1), and plans to improve the content in future reporting to make the dashboard reports more informative and useful for the Skills 360 Board. WM asked if the performance data could be analysed in more detail, and CW explained that the data is held by the Careers and Enterprise Company and Coast to Capital are only provided a certain level of detail. However, Careers and Enterprise Company are working on a new online system that will provide gather levels of data reporting in the future.

There was a discussion around the role of the Skills 360 Board in the governance of the EAN. NJ concluded that the Board would provide an advisory function for the EAN rather than governance.

5. Coast to Capital Big Debate - People

KT explained that Coast to Capital were planning to hold a series of debates to facilitate stakeholder discussion as part of the work to develop the LIS. KT asked if the board thought there would be value in holding a big debate around 'People' to discuss skills in Coast to Capital.

The reception from the Board was positive and discussion followed around potential structure and format of the event, who the target audience would be and innovative ways to engage with delegates to get the most out of the event.

NJ concluded that the Board were very much in support of a Big Debate around 'People'.

6. Any other business

There were no further items raised for discussion.

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