

Coast to Capital

Meeting: Skills 360 Board Meeting
Date: Tuesday 23 February 2021
Report Title: Board Champions
Report by: Kirsten Trussell
Item No: 4
Part: A

Recommendation:

The Board is asked:

- To note the update on progress on each Board Champion area
- To approve the Communications Strategy 2021

1. Context

The Board Champion roles are opportunities for Board members to use their particular area of expertise. There are a mix of roles which have been identified as key to the success of the Board and delivery of its Skills Strategy and Action Plan. The sector focused roles are based on the sectors where we have significant competitive advantage and those that employ or have the potential to employ high numbers.

At the last Skills 360 Board meeting we presented a broad role description for the Board champions. Following the Board meeting, we had follow up discussions with individual champions to go through the role description and how objectives could be reached, and in some cases develop a more specific set of objectives for their role.

Champion Role	Board member
Equality, Diversity and Inclusion	Tim Walder
Stakeholder Conversations	Jenny Andersson
Digital skills	Simon Pringle
Green skills	Jenny Andersson
Communities	Kevin Delf
Horticulture/Viticulture	Vacancy
Tourism	Simon Bland / Alison Addy
Advanced Manufacturing and Engineering	Winston Mahaffy
Health and Care	Mark Power
Construction	Tim Walder / Liane Richardson
Financial and Professional Services	Christina Dennis

2. Equality, Diversity and Inclusion Statement

Through the introduction of the role of Equality, Diversity and Inclusion champion on the Skills 360 Board we are embedding equality, diversity and inclusion across Board Governance, Behaviour and Strategy Delivery as set out in section 3.

Our Communications Strategy in Annex 1 sets out how we will approach equality, diversity and inclusion in our communication and engagement with partners.

3. Board Champion updates

Equality, Diversity and Inclusion

We had an initial meeting about the Equality, Diversity and Inclusion (ED&I) champion role with Tim in January. The Head of Corporate Affairs at Coast to Capital joined to discuss wider work on ED&I in the organisation, and how ED&I can be embedded into the work of the Skills 360 Board. There were three broad strands of work identified:

Governance

To ensure that the governance and processes of the Skills 360 Board embrace equality and diversity, and all processes are inclusive. Including:

- **Composition** - An analysis of the existing composition of the Board to identify any unrepresented or underrepresented groups
- **Recruitment** – A full review of the recruitment process for new Board members. This will be part of a bigger piece of work which will also look at the Coast to Capital Board recruitment process and the output will be a consistent recruitment package that can be used across Committees. ED&I considerations include the composition of the shortlisting and interview panels, the language used in recruitment documentation, and the communication channels used to advertise vacancies.
- **Terms of Reference** – The new Terms of Reference make a commitment to embedding ED&I into the work of the Skills 360 Board and ensure that its operation aligns with the wider Coast to Capital ED&I Policy.

Behaviour

To ensure that equality, diversity and inclusion is considered by Skills 360 Board members during meetings and when representing the Skills 360 Board more widely.

- **Commitment to ED&I** – In addition to the commitment made in the Terms of Reference, Coast to Capital encourages Skills 360 Board members to consider its organisational values (Annex 2) and Respect Pledge (Annex 3)

when representing the Skills 360 Board. Please note the Respect Pledge is a draft still to be finalised.

- **Board meetings** – A conscious effort to bring a focus on equality, diversity and inclusion at each meeting to ensure it is in the forefront for each agenda item. This will start with the February meeting where Tim will lead an ‘Inclusion Moment’.
- **Board papers** – Board papers follow the Coast to Capital corporate template which already includes an Equality, Diversity and Inclusion statement. We will ensure that this is as comprehensive as possible in each paper, and consult with the ED&I champion where appropriate. This statement has been moved to the beginning of the report template to maintain focus.

Strategy Delivery

We will develop a series of delivery outcomes that sit alongside the skills strategy, and these will include ambitions for Equality, Diversity and Inclusion.

Stakeholder Conversations

Initial conversations with Jenny have informed the development of a draft Communications Strategy for approval by the Skills 360 Board which can be found at Annex 1.

The strategy sets out key partners, objectives and proposed communication activities.

Alongside this strategy, we will develop a briefing document of key messages for members to use when representing the Skills 360 Board at external meetings and events.

Green Skills

We’ve had an introductory conversation with Jenny to explore the scope of this role. Early thoughts are that we should have a focus on the skills needed for decarbonisation, to address the impact of climate change and to increase biodiversity.

We should explore if there are particular opportunities or strengths in the Coast to Capital area that we should pursue and find opportunities to lead the way in skills development, such as the Home Decarbonisation pilot which is focussing on skills for net zero.

More work will follow on this once we have finalised the Communications Strategy which Jenny is supporting us with.

Construction

Initial conversations with Tim and Liane have informed a project initiation document (PID) which sets out the scope of the Construction Spotlight project that follows the presentation at the last Board meeting. This project is covered in greater detail under Agenda Item 5.

Digital Skills

An initial meeting to review and agree the role description has been held. It was agreed that the objectives will be reviewed as the role evolves.

Discussion also took place regarding the fact that the challenges in recruitment in the digital sector and digital skills in general are not easily solved. There is a need for longer term planned interventions and incentives to support people into the sector. Initial ideas around attracting people from digital backgrounds into teaching, the need for further research into transferable skills and retraining initiatives were discussed, which can be taken forward for a Digital Sector Spotlight project.

Health and Care

An initial meeting has been held to agree the role description and discuss the types of Health and Care sector organisations who we might wish to approach for collaboration to support the work of the Skills 360 Board going forward. These organisations may include NHS, Primary Care Commissioning (PCC), as well as private care organisations and health care supply chain companies.

Communities, Tourism, and Financial and Professional Services

Initial meetings to review and agree the role descriptions were held with each champion. We will have 'Spotlight' presentations for each of these areas at future Skills 360 Board meetings.

It was noted that the Tourism Spotlight should be left until a later board meeting as due to the current situation businesses in the sector are unlikely to engage with any working groups or projects.

In addition to the usual topics, the Communities Spotlight presentation will also help board members to understand the unique position of the Community and Voluntary sector and how it can support both education and business to address wider skills challenges.

There was a wider piece of work that came out of these conversations around understanding existing communication mechanisms at Coast to Capital which will be picked up at a future meeting/small group session and should be beneficial for all of the sector Board champions.

In the meantime, Board champions will consider contacts / networks that could disseminate information and feed information back into the Skills 360 Board for their

sector, covering the whole LEP area. This may be consideration of existing contacts or forums, or identification of new ones.

4. Legal Statement

There are no legal considerations associated with this paper.

5. Financial Statement

There are no financial implications for consideration regarding the recommendations set out in this paper.

Annexes:

- Annex 1 – Skills 360 Board Communications Strategy (Draft)
- Annex 2 – Coast to Capital Organisational Values
- Annex 3 – Coast to Capital Respect Pledge (Draft)