

Coast to Capital – Skills 360 Board Meeting 9

Wednesday 25 November 4.00pm – 6.00pm

Virtual Meeting held via Zoom

Meeting Minutes

Board Members:

Winston Mahaffy (WM) – Vice Chair; Alison Addy (AA); Christina Dennis (CD); Jenny Andersson (JA); Jonathan Sharrock (JS); Kevin Delf (KD); Liane Richardson (LR); Mark Power (MP); Robert Pye (RP); Ruth Whittaker (RW); Simon Bland (SB); Simon Pringle (SP); Tim Walder (TW)

Officers:

Claire Witz (CW) – Coast to Capital; Kirsten Trussell (KT) – Coast to Capital; Millie Bew (MB) – Coast to Capital

Observers/Guests:

Lisa Mobbs (LM) - Coast to Capital; Paul Rolfe (PR) – Chichester College Group

1. Introduction

a) Welcome, apologies and introductions

WM introduced the ninth meeting of the Skills 360 Board, the Skills Advisory Panel for the Coast to Capital area.

Apologies were noted from Frances Rutter from NESCOL, and it was noted that Ruth Whittaker would be joining the meeting late.

WM welcomed new Skills 360 Board member Mark Power who is the new NHS representative.

b) Minutes from last meeting and Matters Arising

There were no outstanding actions from the last meeting.

c) Conflict of interest

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

2. Coast to Capital Update

WM invited JS to present the item.

JS gave an update on Coast to Capital's position with government which has largely stayed the same. We are working closely with MPs and Local Authority leaders to communicate local challenges to Government, including the issues around Gatwick Airport.

JS gave an overview of the Chancellors spending review update speech from earlier in the day,

including forecasts of GDP and unemployment, and what that means for the Coast to Capital area. JS also stated that there was a fund announced to re-build the FE sector which would be significant to FE institutions in the area.

RP added that there was mention of £2.6 billion for a re-start scheme for those that have been unemployed a year or more.

There was a conversation about likely funding and how that may be distributed across the country.

Action: MB circulate a briefing note of the speech with anything relevant to the skills agenda

3. Local Skills Report

WM invited MB to present the item.

MB updated that since the paper was circulated, the commissioning brief had been sent out to a number of agents to submit a proposal to complete Annex A: Core Indicators, and the final guidance for producing the Local Skills Report (LSR) had now been issued from DfE.

WM asked whether there were any significant changes in the final version of the guidance compared to the draft and MB confirmed that there weren't.

MP asked what the progress was on the Case Studies chapter of the LSR. MB informed that a template had been produced and would be sent to the three upper tier Local Authorities and the three training provider networks that cover the LEP area, for them to each put forward one case study for consideration. Skills 360 Board members are also encouraged to put forward any case study suggestions from their own organisations or networks. The case study chapter is an opportunity for SAPs to share success stories from their local area that show how skills mismatches are being addressed.

WM clarified the timelines for the LSR, which are to have a first draft produced in January for submission to DfE for review in February, and a final version published by 31 March 2021.

ACTION – Skills 360 Board members to contact MB with any initiatives from their organisation/network that could be used as a case study.

4. Construction Sector Focus

WM handed over to KT to give the context for this item.

KT explained that this item is a precursor for the Board Leadership item later in the agenda. This will be the first in a series of 'Sector Focus' items, as part of the ongoing work to develop the leadership role of the Skills 360 Board. Construction and Health and Care are the two sectors that will be prioritised for these focus sessions, as they are the two sectors that have, and will continue to have, large numbers of jobs.

KT invited LR and TW to present the item.

LR and TW gave a presentation on the Construction sector including:

- An overview of performance of the sector throughout COVID-19, the impact of the first and second lockdown, and the recovery plans announced by Government
- Areas of growth in the Construction sector in Coast to Capital, including infrastructure, town regeneration, environmental schemes and residential

- The different career and employment opportunities in Construction at all skill levels, the roles and skills that are in demand.
- The role of businesses in ensuring an effective talent pipeline for the jobs of tomorrow is developed – apprenticeships will be key and more promotion to business is needed, as well as effective matching of employers and apprentices.
- The current perceived image of the sector, and how this can be changed to ensure that people consider it as a viable career option and realise the benefits. This could be done through placements which have seen some success already in giving individuals a taste of the industry and led them to pursue a career in Construction.
- The proposed role of the Skills 360 Board including to:
 - Work with the key construction industry employers in the region to create talent development programmes that meet their pipeline of opportunities
 - Celebrate and promote apprenticeships
 - Increase publicity of exemplar construction employers across the area – in schools, colleges, job centres etc
 - Educate people around the career prospects of the construction sector (parents, young people, job seekers, job changers)
 - Create a focus on getting more women into construction
 - Create real life (virtual/physical) opportunities for people (young and adult) to experience what a career in construction is like and the route to get there
 - Create opportunities for unemployed adults in the region to re-train and gain skills in the construction industry.
- The importance of collaboration between business and education to build the talent pipeline, through effective use of the apprenticeship levy, making meaningful work placements available, and promote the variety of opportunities in the industry.

CW gave an overview of a case study project, the Home Decarbonisation Academy pilot. Coast to Capital is working with local authority and education partners and the [Energy Systems Catapult](#) to develop a model for skills provision that will decarbonise homes and help achieve net zero carbon emissions by 2050.

Coast to Capital is one of six centres of excellence involved in this national pilot, working closely with New Anglia LEP. This pilot will include provision to train individuals with the right skills to retrofit energy efficient systems.

LR opened the item for questions.

RP asked if there was potential to work with CITB to move this forward. JS asked whether the issues highlighted in the presentation were national or specific to Coast to Capital. TW highlighted that one of the challenges was a lack of data and knowledge around what projects would be coming forward locally in the next five years. This data is key to understand what apprenticeships and initiatives will be needed to provide the right skills to meet future demand.

There was a discussion about the modern methods of construction other countries are using, for

example manufacturing off-site, and how far organisations in our area and across the UK are from using these methods and the skills that might be needed to support that transition.

Action: KT follow up with TW and LR to discuss how this can be taken forward

Note: The presentation for this item is available on the Coast to Capital website [here](#).

RW joined the meeting

5. Institute of Technology: A Proposal for the Coast to Capital area (Part B)

Paul Rolfe (PR) from Chichester College Group gave a presentation on the bid in development for an Institute of Technology in Coast to Capital.

PR left the meeting.

Action: MB to circulate presentation to Skills 360 Board members

6. Board Leadership

WM introduced KT to present the item.

KT gave an overview of the paper, and opened the item up for discussion around the suggestion raised in the group sessions to appoint a 'green champion' with a focus on the sustainability and decarbonisation agenda. KT suggested that green / sustainability could be a common thread through all of the board champion roles, however that may risk it not getting the focus it needs.

Board members agreed that a Green Champion role would be a positive addition and could be filled from existing expertise on the Board.

CD suggested that there were other 'common threads' that run across multiple board champion roles, and that clusters of board champions may be needed to bring those together.

Board members voted to approve the introduction of the board champion and project sponsor roles, and the recruitment of an additional business representative for the horticulture / viticulture sector.

RP suggested that the board champion and project sponsor role descriptions should be reviewed at a set time to ensure they reflect the actual activity of the board members.

Action: KT add a formal review date to the board champion / project sponsor role descriptions and to introduce the role of a Green Champion.

7. Project updates: EAN & Careers Hub, Institute of Technology, Innovation Centre, ESF and Home Decarbonisation Academy

WM introduced CW to present the item.

CW asked if there were any questions on the paper.

MB updated that the two applications for Calls submitted for the ESF reserve fund, referenced in the paper, had now been approved. Coast to Capital are working with their DWP contact on the next steps to get the funding Calls launched. One Call will be for projects to deliver under investment priority 1.1 which supports unemployed people and the other is for projects to deliver under investment priority 2.1 which supports employed people, those at risk of redundancy and those that have recently been made redundant.

KT drew the board's attention to the existing ESF projects and highlighted that they are currently delivering provision that will support recovery from COVID-19 in the area. WM noted that the ESF full projects listing was provided as an annex to the paper.

More information on the live ESF projects in the area is available here:

<https://www.coast2capital.org.uk/european-social-fund/>

8. Close

CW informed the group that more details have now been released about the Skills and Productivity Board - the Board members have been announced and the Board's remit has been confirmed. Further information is available here: [Skills and Productivity Board - GOV.UK \(www.gov.uk\)](https://www.gov.uk/skills-and-productivity-board)

RW raised that the University of Brighton's STEP-UP project were having issues with responsiveness of their DWP contract manager. CW advised that this is something Coast to Capital are following up with their contact at DWP.

Action: MB follow up with DWP contact regarding STEP-UP Project issues

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