

Meeting:	Coast to Capital Skills 360 Board Meeting no. 1
Date:	7 February 2019
Report Title:	Skills Advisory Panel Overview
Report by:	Claire Witz
Item No:	3a

Recommendation:

The Board is asked to **note** the information in this paper

Introduction

Skills Advisory Panels (SAP) were first introduced by Government in its Industrial Strategy launched in November 2017. In December 2018 the Department for Education (DfE) launched SAP guidance and a toolkit, in which it sets out the requirement for each Mayoral Combined Authority or LEP to carry out the function of a SAP either through an existing or newly formed Skills Board. It is intended that the Skills 360 Board act as the SAP for the Coast to Capital area.

Purpose

Skills Advisory Panels bring together local employers and skills providers 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.

This will be achieved by ensuring SAPs have strong governance arrangements and meaningful analytical capability to:

- generate analysis of their local skills and labour markets to understand the local position
- discuss and agree local skills needs priorities in the short-term and more longer-term
- consider how these will be met through local provision over time
- support the production of strong 'people pillar' sections of Local Industrial Strategies

The guidance document sets out the roles and governance required by SAPs and an analytical toolkit has been produced which SAPs will use to identify the skills gaps and employment priorities.

Governance and Responsibilities

The SAP Guidance on Roles and Governance document sets out the governance requirements and the nine responsibilities that Government expects SAPs to adopt as part of the Terms of Reference. The responsibilities are comprehensive but very much in line with our approach to date and our Gatwick 360 skills priority activity.

We have established the Skills 360 Board in line with these guidelines and our own Assurance Framework. The Skills 360 Terms of Reference (see paper 3c) clearly set out the governance and responsibilities of the SAP.

Funding to carry out the work

Coast to Capital is in the process of agreeing a Memorandum of Understanding (MoU) with the DfE in order to access one off funding of £75,000 which is available to grow the research and analysis capability of the SAP. The MoU requires that the SAP adhere to the roles and governance they have outlined in the guidance.

In the MoU we have been asked to set out the funding will be utilised for the Coast to Capital area. Our submitted proposal is as follows:

Resource	Activity/rationale
Data Analyst	To part fund the recruitment of a Data Analyst to undertake the analytical responsibilities set out in the SAP guidance. The analyst will have ring fenced time to work on the SAP analysis, but will also undertake wider LIS analysis work. The role may be via recruitment or secondment.
SAP Coordinator	To part fund a coordination role to undertake responsibilities set out in the SAP guidance regarding coordination and liaison with providers, employers, careers service providers.
Analytical tools/software	At present Coast to Capital does not have any analytical tools/software so we would need to purchase these. Further investigation needed into the type of tools required.
Workshops & surveys	There will need to be consultation with local employers, education providers and local authorities to gather anecdotal and analytical data and information.