

Meeting:	Coast to Capital Skills 360 Board Meeting no. 1
Date:	7 February 2019
Report Title:	Programme of Work
Report by:	Claire Witz
Item No:	4

Recommendation:

The Board is asked to **note** the information in this paper to facilitate a discussion in order to plan the work programme in greater detail.

Introduction

This document sets out an early version of a Skills 360 work programme that will be worked up in more detail from the results of discussions with the Skills 360 Board.

The outline work programme attached at Appendix 1 is designed around the responsibilities set out for the Skills 360 Board within the Terms of Reference and includes detail on the activities to be undertaken, the desired outputs and information on the leads for each activity and timescales. The main focus of the work programme in the first instance is to support the development of the 'people' section of the Coast to Capital Local Industrial Strategy.

The budget for the work programme can be found at Appendix 2.

Future Planning and Monitoring

In addition to the work programme the following will be developed in order to effectively plan the activities to be undertaken and monitor progress towards outputs:

- A risk register for all work programme activities
- Project set up and initiation documentation
- A monitoring and evaluation tool
- A communications plan

Appendix 1

Skills 360 Board: Outline Work Programme February 2019

Responsibility	Activity	Outputs	Lead	Support	Timescale
Develop a clear understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the local area	Recruit Data Analyst		Head of Strategy & Policy	Skills Manager	Feb - March 2019
	Research and purchase analytical tools		Data Analyst		April 2019
	Carry out desk based research and analysis using the SAP Analytical Toolkit as guidance	Initial desk based analysis report	Data Analyst		April - June 2019
	Hold workshops and carry out surveys with local employers to gather anecdotal evidence on the current and future local skills needs, local labour market and the present skills and employment support provision in the local area	Survey responses, workshop feedback and summary report	Skills Manager	Data Analyst	April - June 2019
	Hold workshops and carry out surveys with education providers to gather anecdotal evidence on the current and future local skills needs, local labour market and the present skills and employment support provision in the local area	Survey responses, workshop feedback and summary report	Skills Manager	Data Analyst	April - June 2019
	Hold workshops and carry out surveys with local authorities to gather anecdotal evidence on the current and future local skills needs, local labour market and the	Survey responses, workshop feedback and summary report	Skills Manager	Data Analyst	April - June 2019

Responsibility	Activity	Outputs	Lead	Support	Timescale
	present skills and employment support provision in the local area				
	Report findings of the desk based research to the Skills 360 Board and internally within the LEP to support wider development of the LIS	Early identification of priorities and recommendations for future skills activity	Data Analyst	Project Coordinator	July - Sept 2019
	Report findings of the workshops and surveys to the Skills 360 Board and internally within the LEP to support wider development of the LIS	Early identification of priorities and recommendations for future skills activity	Skills Manager	Project Coordinator Data Analyst	July - Sept 2019
	Engage with expert groups to review the findings of the quantitative and qualitative research and analysis	Early identification of priorities and recommendations for future skills activity	Skills Manager	Project Coordinator Data Analyst	July - Sept 2019
	Produce a draft report which sets out the skills priorities and recommendations for the local area	Draft report	Skills Manager	Data Analyst	July - Sept 2019
	Sign off final report and share internally within the LEP to support wider development of the LIS	Final report	Skills 360 Board	Skills Manager	Oct - Dec 2019
Develop a clear approach to addressing skills and employment challenges within the local area, including by looking ahead to likely skills priorities in the coming decade	Prioritise recommendations from the final report to be taken forward		Skills 360 Board	Skills Manager	Oct - Dec 2019
	Engage with expert groups to further develop the recommendations	Progress reports provided to Skills 360 Board	Skills Manager	Project Coordinator	Oct - Dec 2019
	Develop policy and investment proposals that address the identified skills challenges and future priorities	Proposals	Skills Manager	Project Coordinator	Oct - Dec 2019

Responsibility	Activity	Outputs	Lead	Support	Timescale
	Review existing Coast to Capital-led skills delivery programmes	Report and recommendations	Skills Manager		April - June 2019
Monitoring and reporting	Provide progress reports to the Coast to Capital Board	Report and dashboard	Skills Manager	Project Coordinator	Quarterly
	Provide a progress report to the Department for Education regarding progress on the Skills Advisory Panel research and analysis	Progress report	Skills Manager	Project Coordinator	July - September 2019

Appendix 2

Skills 360 Board: Outline Work Programme Budget

Item	Budget	Timescale
Data Analyst (0.5 FTE)	£25,000.00	April 2019 to March 2020
Project Coordinator (0.5FTE)	£17,250.00	February 2019 - March 2020
Analytical tools/software	£10,000.00	April 2019 - June 2019
Workshops & surveys	£17,750.00	April 2019 - June 2019
Miscellaneous	£5,000.00	April 2019 - March 2020
TOTAL	£75,000.00	