

Skills 360 Board

Skills Advisory Panel – Skills and Labour Market Research Brief

Background

Coast to Capital is one of 38 Local Enterprise Partnerships across the UK. Our purpose is to shape regional economic priorities, support businesses and make investments that will drive growth. We are a small organisation with large ambitions for our area. With a total population of two million, our area boasts a strong economy worth £50.7 billion, making us the seventh largest local economy in England in 2016. The Coast to Capital area is a network of economic hubs each with its own distinct sense of identity – West Sussex, Greater Brighton and East Surrey. We also have strategic relationships with London LEP in Croydon and South East LEP in Lewes.

In July 2018 we published [Gatwick 360°](#), our new Strategic Economic Plan, which sets out our bold vision for the area by 2030. In it we describe our eight economic priorities to achieve our vision, providing strong local leadership and working to succeed together with our partners. Delivering the pledges we make in Gatwick 360° now forms a distinct programme for the organisation. This programme will help us negotiate a strong future relationship with Government for our area, through our Local Industrial Strategy.

Gatwick 360° Strategic Economic Plan – Economic Priorities

Coast to Capital LEP has the ambitious vision to become the most dynamic non-city region in England and to be known around the world as a place to live, to grow and to succeed. To achieve this vision, the Local Enterprise Partnership has identified eight economic priorities to achieve this in our recently launched Gatwick 360° Strategic Economic Plan (SEP). The eight identified priorities are as follows:

1. Deliver prosperous urban centres
2. Develop business infrastructure and support
3. Invest in sustainable growth
4. Create skills for the future
5. Pioneer innovation in core strengths
6. Promote better transport and mobility
7. Improve digital network capability
8. Building a strong national and international identity

Coast to Capital works closely with a wide range of partners including our 17 local authorities, 3 universities and 9 colleges, a broad range of public and private sector organisations.

Coast to Capital's Local Industrial Strategy

Following the release of the Government's Industrial Strategy in 2017, each LEP was instructed to produce a Local Industrial Strategy by March 2020. The

Industrial Strategy identified 5 foundations for increasing productivity in the UK. The themes are: Ideas, People, Infrastructure, Place and Business Environment.

In line with this and with the Gatwick 360° Strategic Economic Plan, Coast to Capital has introduced four place-based products as the foundation of the Local Industrial Strategy. The four products will deliver productivity and inclusive growth in our area and are detailed as follows:

- Identification of a Gatwick to London growth corridor
- Development of towns around Gatwick airport
- Growth of our coastal communications
- The potential of our rural areas

Overview of Skills and Labour Market Research Project

The Skills and Labour Market Research Project is an exciting opportunity for the Coast to Capital area to gain valuable intelligence and build an evidence base report on skills in the local area. This research will feed into and support the development of the 'people' section of the Coast to Capital [Local Industrial Strategy](#), as well as the work towards the [Gatwick 360°](#) priority to Create Skills for the Future.

This project will be governed by the Skills 360 Board, which acts as the Skills Advisory Panels for the Coast to Capital LEP. [Skills Advisory Panels](#) are local partnerships that bring together local employers and skills providers to pool knowledge on current and future skills and labour market needs, and together decide how best to address key local challenges.

The project will lead on developing a robust evidence base on the skills needs and wider labour market challenges in the Coast to Capital area so that the Skills 360 Board can work together with stakeholders and partners to improve matching of the local skills supply and employer demand.

Objectives of the project

The overall objective of the Skills and Labour Market project will be to produce an evidence base report for the Coast to Capital area on the current and future demand for and supply of skills within the local area and labour market.

The researcher(s) will work with the Skills Manager at Coast to Capital to agree the project plan for undertaking the deliverables. All written reports will be presented to the Skills 360° Board.

The researcher(s) will work to the Analytical Toolkit set out for Skills Advisory Panel by Department for Education. The SAP Analytical Toolkit provides a 5 stage analytical framework that enables local SAP areas to effectively analyse the local area and act on their identified skills and employment priorities.

Analytical Framework Stages:

Stage 1 – Analysis and definition of the local landscape
<ul style="list-style-type: none"> ▪ Examination of the current economic landscape in the area ▪ Determine performance benchmarks within and across multiple geographical levels
Stage 2 – Analysis of skills demand
<ul style="list-style-type: none"> ▪ Identification of the strengths and weaknesses in labour markets ▪ Exploration of skill needs based on current and future demand ▪ Insight into business and employer environments
Stage 3 – Analysis of skills supply
<ul style="list-style-type: none"> ▪ Determine available skills against those required in the area ▪ Identification of potential challenges that may restrict skills supply
Stage 4 – Mapping of demand and supply
<ul style="list-style-type: none"> ▪ Assessment of the types of skills gaps and the causes ▪ Ascertain whether learner provision and business development meets demand ▪ Assessment of the likelihood in meeting future demand through current supply
Stage 5 – Conclusions <i>(to be undertaken by Skills 360 Board)</i>
<ul style="list-style-type: none"> ▪ <i>Derive skills priorities for the local area to improve economic efficiency</i> ▪ <i>Outline the available or required mechanisms to support the delivery of the skills and employment priorities</i>

The SAP guidance and toolkit do not stipulate that all elements of all stages are required to be undertaken but that local areas should determine the topic areas that are appropriate. This research project for the Coast to Capital area will need to fully achieve Stages 1 to 4 of the Analytical Framework against the priorities set out in the Skills 360 Board – Skills Priorities document.

It would be expected that the research project provides recommendations to the Skills 360 Board regarding Stages 1 - 4 of the Analytical Framework, in the form of the final evidence based report. It will be for the Skills 360 Board to agree any recommendations put forward and undertaken stage 5 of the Analytical Framework.

Expected outputs and deliverables

Approach

The project will be undertaken through a mix of:

- desk based research following the guidance set out in the SAP Analytical Toolkit and making use of the data sources provided
- facilitation and presentations to key stakeholders to generate qualitative feedback to supplement the quantitative evidence (as above)
- written reports.

Project Timetable

The Project Timeline will include 3 stages and is detailed below:

Stage	Project Deliverables and Outputs	Reporting arrangements	Deadlines
1	<ul style="list-style-type: none"> • Desk based research and analysis undertaken using the SAP Analytical Toolkit as guidance. • Initial research report produced. 	Initial desk based analysis report including early identification of priorities and recommendations for future skills activity to be presented to the Skills 360° Board.	7 June 2019
2	<ul style="list-style-type: none"> • Support Coast to Capital in the facilitation of approx. 3 skills workshops targeting employers, education providers and local authorities. The workshops will be to gather anecdotal information on skills and test the findings of the desk based research. • Provide presentation pack(s) on the initial desk based research analysis report for use at workshops. 	Presentation pack to be supplied to the Coast to Capital Skills Manager for the workshops. Presenting, facilitation and support for Coast to Capital staff to be provided at the workshops.	5 July 2019
	<ul style="list-style-type: none"> • Carry out skills surveys/ build on existing skills surveys in the area. 	The format of the surveys will be agreed with the	5 July 2019

	<ul style="list-style-type: none"> The surveys should target local employers, education providers and local authorities Produce an initial report on the finding from the surveys. 	Coast to Capital Skills Manager	
3	<ul style="list-style-type: none"> Submit a draft evidence based research report that collates the desk based research, the anecdotal information from workshops and the survey findings. The report should include findings on the identified skills needs, skills gaps and skills priorities for the C2C area, as well as recommendations to be confirmed by and adopted by the Skills 360 Board. 	Draft evidence base report to be presented to the Skills 360° Board and internally within Coast to Capital LEP to support wider development of the LIS. The format of the report will be agreed with the Coast to Capital Skills Manager.	2 August 2019
	<ul style="list-style-type: none"> From feedback provided by the Skills 360 Board produce and submit a final evidence based research report. 	Final evidence base report presented to Skills 360 Board	30 August 2019

The SAP guidance provided by Department for Education states that they expect local areas to demonstrate reflection of:

- Key headline outputs highlighting:
 - the skills currently available and whether they meet demand
 - where skills needs are currently and likely to be in the future
 - whether the local skills system is providing the future workforce with the necessary skills to meet future demand.
- Evidence that demonstrates reflection on a breadth of high quality data sources on skills, employment and the labour market to build their evidence base. As well as the national and localised levers (including policy and funding initiatives) to steer skills and employment priorities in the short and longer term.
- A full rationale for recommendations in respect of skills and employment priorities within the areas
- Explicit reflection on the potential impacts and effects of issues that affect labour market trends such as digitalisation, globalisation, automation, ageing population, and trade and migration shifts.

Coast to Capital would expect these elements to be included within this research project.

Geographical Scope

With regards to the geographical and granular scope of the project, consideration will need to be taken of the 15 local authority areas within Coast to Capital. However, in addition to this, Coast to Capital would expect the following 'place-based products' to be a focus for the project:

Product areas	Local Authorities
1. Identification of Gatwick to London growth corridor	Croydon Crawley GLA area
2. Development of towns around Gatwick airport	Mole Valley Reigate & Banstead Tandridge Epsom & Ewell Crawley Mid-Sussex Horsham
3. Greater Brighton	Arun Worthing Adur Brighton & Hove Lewes Mid-Sussex Crawley
4. The potential for our rural areas	Chichester Horsham Arun Mole Valley

Resources that will be provided

The following documents and resources will be made available in order to complete this research project:

- [Gatwick 360° Strategic Economic Plan](#)
- [Skills Advisory Panel - Governance Guidance](#)
- [Skills Advisory Panel – Analytical Toolkit and Data Sources](#)
- Skills 360 Board – Skills Priorities document

Reporting arrangements

The reporting arrangements required for this project can be found in the Project Timetable section.

Procedures or practices that must be complied with

Any organisation wishing to submit an application must comply with Coast to Capital's governance policies. These policies can be found on the Coast to Capital [website](#).

How to apply

To apply to undertake the Skills and Labour Market Research project on behalf of Coast to Capital LEP, please submit a proposal, which includes:

- Outline of work to be undertaken in the form of a project plan including the stages 1 – 4 identified in the SAP Analytical Toolkit against the priorities identified in the Skills 360 Board – Skills Priorities document
- A detailed breakdown of costings for all stages of the project

Proposals should be submitted to Claire Witz, Skills Manager at claire.witz@coast2capital.org.uk by no later than 17 May 2019.

Contact details

Any questions on the content of this brief or queries regarding submitting a proposal can be direction to Claire Witz. Contact details are detailed below:

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