

**South East LEP Skills Advisory Panel**

**10th October, Mary Sumner House, Westminster, London**

**Minutes and Actions**

**Attending**

**Louise Aitken** (LA) South East LEP

**Holly Aquilina** (HA), East Sussex County Council (*for LEP area local authorities)*

**Liz Austin** (LAu), MAG London Stansted Airport (*aviation and tourism lead)*

**Colette Bailey,** (CB) Metal (**CHAIR** and *LEP Board Lead*)

**Samantha Desforges**, (SD) Berry Gardens *(food and land-based sector lead)*

**Viki Faulkner** (VF), University of Brighton *(HE lead)*

**Vimbai Foroma** (VFo) SELEP *(SAP Analytical toolkit lead)*

**Kirsty Hawkins** (KH), Social Enterprise Kent *(VCS sector lead)*

**Trevor Hutchinson** (TH), DP World London Gateway *(logistics sector lead)*

**Iain Hawthorn** (IH), HSBC *(finance sector lead)*

**Jeremy Kerswell** (JK), Plumpton College **(Vice Chair)**

**Helen Russell** (HR), South East LEP *(presenting)*

**Ajay Sharman** (AJ), STEM Learning *(hosting and link to LEP Digital Skills Partnership)*

**Paul Winter** (PW), Wire Belt Company Limited (*Kent & Medway Skills Commission lead)*

**Jo Nolan** (JN), Screen South (*creative sector lead)*

**Guy Hazlehurst** (GH), EDF Energy / Bradwell B (*energy sector lead)*

**Apologies**

Helen Clements, Morgan Sindall *(construction sector lead)*

Leonardo Gagliano, Hilton Group *(hospitality sector lead)*

Ana Christie, Sussex Chamber of Commerce *(SME Lead)*

Lindsey Hayward, Konica Minolta *(Success Essex lead)*

Angela O’Donoghue, South Essex College (*Vice Chair*)

Michael Ratcliffe, Kent Association of Training Organisations (represented by KH)

James Sharples, Couno (*Opportunity South Essex lead)*

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| **AGENDA ITEM / NOTES** | **ACTION/ PAPER** |
| **Introductions** |  |
| Chair CB welcomed all attendees to the meeting. All members were invited to say a little about their role and their interest in the skills agenda. Member info can now be viewed on the SELEP SAP website page at <https://www.southeastlep.com/our-delivery/skills-advisory-panel/> which is where information about the SAP such as minutes and Terms of Reference will be added also. |  |
| **Minutes and actions of the last meeting (5th September)** |  |
| Members confirmed approval of the September meeting minutes and LA confirmed that outstanding actions would be picked up through the meeting agenda. |  |
| **Skills Advisory Panel (SAP) Terms of Reference** |  |
| LA had circulated the draft Terms of Reference in advance of the meeting for members to comment. There was a discussion about the contents and some proposed amendments:   * The quorate number should be lowered in ordered that decisions can be taken even if not all members are present * The partnership should be described as regional rather than local * In terms of nominating future Chairs, this should be undertaken by the SAP membership (rather than the Skills Advisory Group) * The role of members and support of the secretariat should be clarified further * The influencing and potentially changing role of the SAP should be reflected * The lobbying role of the SAP should be confirmed and working with other government departments (such as BEIS, DWP and DfE) primarily through the Local Industrial Strategy in the long term * The relationship to the LEP’s Skills Advisory Group (to be renamed) to be clearly reflected also   Members agreed that it would be positive to produce a letter to send to government setting out priorities and introducing the SELEP SAP.  It was agreed that Department for Education colleagues should be invited to the next meeting. | **ACTION:** LA to update Terms of Reference  **ACTION:** LA to draft a letter setting out SAP priorities to government  **ACTION:** LA to invite DfE to attend January meeting |
| **SAP Member biographies** |  |
| LA confirmed that the SELEP SAP web page had been drafted and that the aim was to go live the following week if members could return their photos / biographies.  **Post meeting note:** The page / biographies are now live at the following link which has also been shared on social media with a press release sent to all members <https://www.southeastlep.com/our-delivery/skills-advisory-panel/> | **ACTION:** Members to return outstanding biographies and photos |
| **Sector Awareness raising – careers information** |  |
| LA had asked HA for an update on some tools being developed and some funding to support this via one of the SELEP European Social Funded (ESF) projects. HA confirmed that in East Sussex an all age careers campaign was being delivered to showcase skills needs and job opportunities and there was opportunity to roll this out through the ESF.  This will include videos (talking heads) of roles within priority sectors (currently 4 or 5 roles per sector) and interactive infographics will also be produced to take people through pathways. These online resources will be available across the LEP and respond to some of the emerging issues raised via the SAP.  TH noted that it would be useful to share some examples of what these will look like. IH noted that employability skills were needed across all sectors and a common standard / framework across all sectors would be useful.  JN noted that the infographics available via STEM Learning shared at the first SAP meeting were useful and that arts / creative needs to be reflected also.  JK noted that it would be useful to rationalise initiatives and pool resources and expertise.  Members agreed on how useful it is to join such resources up as one of the issues can be that there are too many different initiatives in the landscape and working with key partners such as the National Careers Service and Careers Enterprise Company would help with this. LA confirmed that DfE expected the SAP to work closely with such partners, as reflected in the terms of reference. | **ACTION:** HA to share resources when available |
| **Engaging more widely and sharing information – event** |  |
| LA outlined that there had been a lot of interest in the SAP and it was important to reach out to the wider business community. Members agreed that an annual event with seminars would be a positive way to engage and to share information emerging from the SAP analytical toolkit. TH noted that this would be a useful way to engage sectors across the LEP also given that members are representing their sectors.  PW asked whether Ofsted looked at use of Labour Market Information (LMI) and JK confirmed that they would. Therefore, the analytical toolkit being produced should be very useful and seminars around this would be valuable. These could possibly be held in locations across the SELEP area in addition to the main event.  GH suggested that there could also be themed seminars, featuring the SAP priorities and using the LMI. Members agreed that such a focus would help to ensure it was productive and useful. There could also be a showcase / marketplace aspect. This can be discussed further at the next meeting. | **ACTION:** Headlines from analytical toolkit to be shared for next meeting  **ACTION:** LA to draft proposal for event to be produced for discussion at next meeting |
| **Burning issues aligned to LEP Skills priorities** |  |
| LA had circulated an overview of priorities in the LEP Skills Strategy and what was already happening against these (attached).  CB noted that HR had joined the meeting from the SELEP secretariat to ensure that issues raised could be reflected in the Local Industrial Strategy (LIS) where appropriate. Emerging LIS headlines had also been reflected in the attached document. HR noted that skills had come up in all discussions and forums to discuss the LIS so would be well reflected. HR will produce a summary of skills related priorities to share with SAP members.  Members discussed key areas of priority:   * Apprenticeships – ensuring there are enough on offer for individuals and vice versa. SD noted they had struggled to recruit apprentices (they currently have a real shortage of labour). PW noted that SMEs could now register for the Digital Apprenticeship Service (DAS) though this could be difficult to navigate (LA noted there has been a recent ESF call around this which may address this as reflected in the attached overview). JN noted that standards didn’t always fit with employer requirements. * Some sectors (i.e. care) are impacted by funding shortages * Accessibility to training – i.e. transport can be a barrier. KH also noted the importance of the provider relationship for the voluntary sector as the system can often be too complex to navigate * Provision of qualifications relevant to employers - TH noted that jobs at DP World London Gateway and the wider logistics sector such as Port of Tilbury, Thames Enterprise Park and other ports won’t be met by apprenticeships only. * Access to good quality, technical qualifications which are flexible to the needs of the employer * Suitable Information, Advice and Guidance (IAG) ensuring young people and adults are aware of local opportunities and pathways – VF noted that both vocational and academic were important and JK noted that levels 4 and 5 are also areas of need * Ensuring adult support and social mobility is strongly reflected * JK suggested work could be looked at for apprenticeships, adults and new entrants whereby across all three, routes into work can be challenging. What are the barriers? This is the first thing to capture. * ‘Workforce capability’ as alternative to ‘skills’ when describing the challenge * Infrastructure and supply chain importance – lots of big projects with competing skills needs and which are already struggling. LA noted a SELEP proposal to develop a major projects group to ensure these are looked at collectively and members agreed that this would be positive. HR noted that this could form an ask in the LIS * Working with local authorities on procurement and supply chains – PW noted that Essex had done quite a lot of work in this regard (there is currently an Essex County Council consultation for a Developers Guide) * HR noted that enterprise skills had also emerged as being needed through the Local Industrial Strategy meetings. | **ACTION:** HR to share summary of skills propositions for the LIS    **ACTION:** HR and LA to explore major projects group further  **ACTION**: LA to revisit attached priority overview with proposed actions for SAP – to discuss at next meeting |
| **AOB** |  |
| TH and PW noted that they’d recently met with Essex CC and Thurrock Council colleagues and agreed to sharing some virtual reality headsets which TH developed with Essex CC as part of his role with the former Essex Employment and Skills Board. These feature the port and different roles within it and have been very successful at engagement at careers events for young people and adults. LA noted that these were extremely effective and there were usually queues.  It has recently been agreed that SELEP can hold 10 VR headsets for use across the LEP and PW noted that there is an event in November at Discovery event which they’re hoping to utilise them at. Members would therefore be welcome to make use of these at relevant events. |  |
| **Dates of future meetings** |  |
| **Quarterly 2020 dates (10am in London)**  Thursday 23rd January, STEM Learning Ltd, London EC2V 5HA  Thursday 23rd April (venue TBC)  Thursday 10th September (venue TBC)  Thursday 10th December (venue TBC) | **ACTION:** LA to send outlook meeting invites to secure these dates in diaries. |