

**South East LEP Skills Advisory Panel**

**23rd January, STEM Learning, Basinghall Street, London**

**Minutes and Actions**

**Attending**

**Louise Aitken** (LA) South East LEP   
**Neil Aitken** (NA), BT Group

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

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

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

**Ellie Clow (EC**), *South East LEP Communications*

**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)*

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

**Lynne Matthews**(LM), EDF Energy / Bradwell B

**Alex Riley (AR),**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)*

**Apologies**

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

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

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

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

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

James Sharples, Couno (*stepped down)*

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| **AGENDA ITEM / NOTES** | **ACTION/ PAPER** |
| **Introductions** |  |
| Chair CB welcomed all attendees to the meeting. 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 (10th October 2019)** |  |
| HA had one clarification:  Under the burning issues section, it should be reflected that the lack of a level 2 business admin apprenticeship is cause for concern. Additionally, funding rates for level 3 health and care being the same as level 2 was agreed to be prohibitive for employers. HC agreed that the lack of level 2 was a general cause for concern in removing entry to sectors such as construction.  Pending the above clarification, members confirmed approval of the October meeting minutes.  LA confirmed that outstanding actions would be picked up through the meeting agenda. Members were reminded also of the action around returning biographies if they haven’t already. | **ACTION:** All members to return outstanding biographies /photos to LA |
| **Skills Advisory Panel (SAP) Terms of Reference** |  |
| LA noted that the Terms of Reference had been updated and circulated further to feedback at the October 2019 meeting. One final amendment was proposed in section 11, in terms of reviewing the option to make SAP meetings public. For practical reasons, it was agreed it would be more appropriate to ensure circulation and publication of meeting minutes and engage more widely through activity such as the planned autumn conference. This will therefore be reflected in the updated Terms.  Pending this minor amendment, members agreed that their comments had been reflected. LA confirmed that these had been sent to the Department for Education for final sign off and would be published on the SELEP website. | **ACTION:** Following DfE sign off, final Terms to be added to SELEP SAP page |
| **SAP Analytical Toolkit** |  |
| LA introduced VF, SAP Data Analyst who is leading on the production of the Analytical Toolkit which will support the SAP and is a requirement of the DfE funding. VF set out some of the emerging headlines as per the attached presentation.  There were some questions and comments on the emerging data:   * For the *workless household* figures, it would be useful to have a clear definition of what this includes (e.g. student households). * *FE participation* is going down. It would be useful to separate this by age and to know which routes are being taken. Members also agreed population projections by age would be useful to assess whether some of this is due to population patterns. VM confirmed that most of the decline had been due to adult participation but further data will be provided. * For *apprenticeships not completed*, members were interested to know the reasons for this. Members also noted that the ‘Raising the Age of Participation’ (RPA) had impacted on figures as higher numbers stay on a school. * *VAT registered companies* – are these head office only? Members noted that this could also impact on apprenticeship vacancies and whether they are attached to the head office. * *For subject take up and other data,* members agreed it would be useful to see the historical trends and comparisons with other areas in order to put the figures into context. It was noted that this would also not necessarily reflect other qualifications such as professional standards in finance.   Members noted that the availability of some options and information about what’s on offer is a current barrier. Some mapping of the current offer would therefore be useful. LA and VF noted that the ESFA Data Cube which they will soon be able to access should provide some further information.  Members agreed that achieving a balance between utilising levy for upskilling existing staff as well as new apprenticeships was important as both are valid.  LA confirmed also that tools were being developed centrally by the Department for Education, Department for Work and Pensions and others to provide accessible central information and enabling comparisons with other areas. This also ensures comparable data is used. LA noted that the Analytical Toolkit does reference various data sources which all LEP SAPs will be using (such as the Office for National Statistics and FE Data Library).  VF also handed out an example of a sector profile for logistics which has been shared with TH who has fed in and could be used to support other members with information about their sectors. Members agreed to feed back and said that this would be useful. | **ACTION:** LA and VF to provide further information to respond to questions on data and to give an update at 23rd April meeting  **ACTION**: VF to continue developing sector profiles / members to feed in comments |
| **Local Industrial Strategy discussion** |  |
| AR (attending on behalf of Helen Russell) provided an update and background to the Local Industrial Strategy (as per the attached presentation).  AR noted that the team were still working to a March deadline with government with some possibility of extensions (to be confirmed). Further to feedback from the SAP at the October meeting, skills is now clearly a cross cutting theme reflected in the diagram on slide four of the attached.  Members discussed the various areas of priority outlined in the presentation and responded to the questions raised in terms of whether the focus was right and whether there was anything missing. Key areas of feedback were:   * On the Global Gateway Strategic Opportunity:   + SME ‘access to apprenticeships’ to be noted given ongoing accessibility issues as well as perhaps mentioning the digital apprenticeship services. This could be phrased as ‘affordable and accessible”. * On the Communities of the Future Strategic Opportunity:   + It would be useful to note where the capital investment against major projects will go, and activity mapping ideally before convening the Major Projects Group.   + Importance of ‘alignment’ in the context of the major projects. * On the Coastal Catalyst Strategic Opportunity:   + Clarification sought on the maritime bullet point, particularly regarding the terminology used around “maritime security”. Members queried whether the maritime sector is large enough and important enough to have its own bullet point in this context? TH noted if this includes shipping, it’s significant in the SELEP area. Members felt that SMEs should also be mentioned in the context of this opportunity.   + Make it clear that creative and cultural is its own sector and not secondary to the visitor economy.   + Regarding ‘tourism’ jobs, focus should be on more sustainable higher value jobs.   + In the context of the energy sector / strategy it would be useful to look at links with New Anglia LEP particularly regarding wind farms, nuclear etc. * London presents opportunities but it also presents challenges – and this should be noted in the wider narrative. * Schools should be reflected in the context of employer engagement through networks such as the Enterprise Adviser Network and STEM Network. * Higher Education providers should be listed next to Further Education under the People Foundation. * Raising awareness of the training and development opportunities linked to supply chains should be noted. * Draw together the overlapping points and draw these together to make a more succinct and impactful list of skills-related actions. * In terms of the 10% increase in higher skills, members agreed but felt that all skills levels were important.   These points have been fed back and will help inform the ongoing development of the Local Industrial Strategy. |  |
| **Draft letter to Department for Education / Government** |  |
| LA had shared a draft letter to be sent to the DfE, relevant Ministers and SELEP area MPs. This will be a public letter and there will be a related press release with the intention of setting out the ambitions of the SAP and progress to date. Members were positive regarding the letter and had some minor comments on the format:   * It would be positive to reflect that there was already a group focused on skills and driving work such as the Tutor recruitment campaign. It would also be good to mention the local skills boards which are very active. * CB noted that the collective voice of employers on the SAP was significant and there is a desire to be heard. * It’s important to reflect what’s already been achieved and invested such as the £80million European Social Funding and £40million skills capital. * The letter could be re-ordered to reflect on the challenge upfront in the letter. | **ACTION:** LA to produce a revised version of the letter to send to members for final approval |
| **Proposed SAP event for 2020** |  |
| LA noted that at the previous meeting, members had agreed that a conference would be valuable to set out the purpose and ambition of the SAP and to engage with the wider business community.  LA shared some initial ideas (attached) in terms of format and timing. Members agreed that Autumn would be suitable. Members had some additional suggestions:   * Attendees should make pledges on the day for how they will contribute to the skills agenda * It would be good to engage other groups in the SELEP (such as the Social Enterprise Group and Digital Skills Partnership) * Video / webinar options to be explored to share content during and following the event and to ensure wide participation * It would be positive to feature SAP members as part of the presentation as well as highlights of work already underway   AS suggested [plexal.com](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.plexal.com%2F&data=02%7C01%7C%7Cbe489e9c161c4218fb2908d7b52f8d93%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637177088179825523&sdata=39DuofhWMjfoomNcgrvlgDyV2pNY1E4okJw8S7ucS5U%3D&reserved=0) at ‘Here East’ in Stratford as a potential venue as the space is innovative and different and a good central point. CB noted that this could also encourage companies based there (digital, creative, media) to look to the SELEP area.  ***Post meeting note****:* *AS and LA visited the space which is suitable with a main area and break out areas for workshops and stands. There are also a range of innovative start-ups based there who could showcase their work. Further information about the space is at* [*https://www.plexal.com/host-your-event-at-plexal/*](https://www.plexal.com/host-your-event-at-plexal/) *. It could be worthwhile holding the April* *SAP meeting there so that members can see the space first hand.* | **ACTION:** LA to develop an agenda and arrangements for conference |
| **AOB** |  |
| * AR noted that he worked with a number of other working groups across the LEP including the rural, coastal and social enterprise. There is an open invitation for members to attend other working groups and AR is working on co-ordination of work and outcomes of the groups. * LA shared some of the first videos available through the LEP funded project supporting the recruitment of tutors. This enabled a bursary and an awareness raising campaign has now commenced. This is a great example of the LEP Skills Working Group already delivering against an identified barrier. The videos and further information are now available at <https://www.becomealecturer.org/> |  |
| **Dates of future meetings** |  |
| **Quarterly 2020 dates (10am in London)**  Thursday 23rd April (venue TBC)  Thursday 10th September (venue TBC)  Thursday 10th December (venue TBC) | . |