

**South East LEP Skills Advisory Panel**

**10th September 2020 – Microsoft online meeting**

**Minutes and Actions**

**Attending**

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

**Georgina Angele** (GA), Careers Enterprise Company **(PRESENTING)**

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

**Colette Bailey** (CB), Metal (**CHAIR**)

**Amy Cable** (AC), Lower Thames Crossing

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

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

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

**Ben Derham** (BD), National Apprenticeship Service

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

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

**Diana Garnham** (DG),Skills East Sussex Chair

**Kirsty Hawkins**(KH), *Social Enter*prise Kent *(for voluntary sector)*

**Dan House,** (DH),Stansted Airport*, attending for Liz Austin*

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

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

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

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

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

**Alexander Riley (AR),** SELEP

**Ajay Sharman** (AJ), STEM Learning

**Pauline Smith** (PS),CXK (*for training provider networks / National Careers Service)*

**Emma White** (EW), Skills for Care **(PRESENTING)**

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

**Apologies**

Mike Derrick,Oakdown House Ltd

Iain Hawthorn,HSBC

Lindsey Hayward**,** Konica Minolta

Jayne Willcocks, Chartwells

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| **AGENDA ITEM / NOTES** | **ACTION/ PAPER** |
| **Introductions** |  |
| *Please note that the following minutes have also reflected points made by attendees in the ‘chat’ section of the online meeting.*  Colette (CB) welcomed everyone to the meeting. All members introduced themselves and their area of work via the chat function. |  |
| **Minutes and actions of the last meeting (25th June 2020)** |  |
| LA confirmed that all actions would be picked up through the meeting.  Members signed off the minutes as a true and accurate record. |  |
| **Formal confirmation of new SAP Chair and handover** |  |
| CB noted that LA had circulated a request for endorsements for HC to be the new SAP Chair. LA confirmed that HC’s appointment as Chair had indeed been endorsed by SAP members. CB noted that she would therefore hand over chairing to HC for the remainder of the meeting.  LA and HC noted thanks to Colette for all her work and support and excellent chairing during the first year of the SAP.  HC chaired the meeting from this point forward. |  |
| **Careers Enterprise Company (CEC) introduction and update, Georgina Angele** |  |
| HC welcomed GA to the meeting, Regional Lead for the Careers Enterprise Company which connects schools, colleges and industry.  GA gave a presentation (slides attached). This included numbers and headlines for the SELEP area and some examples of good practice such as the Careers Hub in East Sussex (part of HA’s team). ACh noted that the Chambers of Commerce were supporting the network in East Sussex too (<https://careerseastsussex.co.uk/careershub>).    HC noted that she was involved in the network (and several SAP members are engaged as Enterprise Advisers also). Members commented that this work assists employers with their talent pipeline.  CB and SD were keen to get involved in the network so GA confirmed she would follow up with them. EW noted that she would check Skills for Care involvement also.  GA noted that forthcoming ‘My Choices’ broadcasts were a good way to get involved and which will be shared with schools across the SELEP region.  JK noted that an ongoing issue is the lack of impartiality in schools and impartial careers advice, vital to informing young people’s choices. PS echoed this point in the chat. AoD noted in the chat also that the funding system incentivises schools to retain students.  JK asked what the impact of the work had been and whether this was captured anywhere in terms of careers young people have gone into. GA said she would speak to the CEC Research team. There’s a lot of measurement of progress against the [Gatsby benchmarks](https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks) also.  ACh noted that Covid-19 had put more pressure on schools and asked whether this would impact on engagement with businesses. Members agreed and noted that issues such as mental health support had come to the fore. Support to young people should be a shared priority.  Members discussed the importance of recognising vocational qualifications alongside academic and ensuring clarity on the role of T Levels also.  DG noted the importance of teachers understanding the world of work and utilising the range of excellent teaching materials produced by industry. The East Sussex Open Doors initiative is an excellent example of giving insight to pupils to local employers. HA noted in the chat that the Sussex Learning Network have done a lot of work regarding integrating the world of work into training.  GA noted that there had been a survey undertaken with Heads, Principals and Careers Leaders on Covid-19 impact and which showed schools and colleges were still valuing careers support.  HA noted in the chat that Enterprise Co-ordinators across the SELEP area do work collaboratively to share best practice and GA brings them together regularly. LA also confirmed that SELEP facilitate meetings regularly to share LEP data and priorities. | **ACTION:** GA to engage with CB and SD regarding becoming involved in the EAN |
| **Skills for Care introduction and update, Emma White** |  |
| HC welcomed Emma White (EW) to the meeting, Locality Manager at Skills for Care.  EW gave a presentation (slides attached) including key headlines for the care sector in the SELEP geography which has clearly been greatly impacted by Covid-19. EW noted that a lot of training had been taking place and support such as webinars.  Vacancy rates in the sector remain high and this is not just in elderly care but also in areas such as mental health and care for people with disabilities.  Skills gaps include leadership and business, digital and IT, well being skills (and awareness of the impact on recruitment) and these have come to the fore during the Covid-19 crisis also. DG noted that similar skills were sought in the construction sector.  EW confirmed that Digital Skills Hubs were planned, with Digital Champions given the importance of digital skills at the current time.  PS noted that as a representative for the National Careers Service, she’d be keen to engage with Skills for Care and ensuring the sector can be promoted. Members noted that the Covid-19 period had helped promote the sector and positive aspects as well as challenges. KH noted that meetings were taking place in Kent on workforce development and would be useful for NCS to be represented.  VF posed a question in the chat noting that Skills for Care were due to undertake a project with NMC to look at introducing the Nursing Associate role across the sector. Any updates on this? EW said she would check with the regulator team who manage this area of work.  CB noted in the chat that there are many arts and digital organisations that could assist in bringing digital into the care sector - and be a way in which digital confidence can be fostered in a non-invasive way, with other social benefits also.  BD noted that if there are digital skills shortages, it would be worth considering digital apprenticeships for existing care workers and potentially assist with retention.  Emma noted that she could be contacted at [emma.white@skillsforcare.org.uk](mailto:emma.white@skillsforcare.org.uk) for any questions and follow up.  HC noted that it would be positive to have a look at a sector in depth at each meeting so another sector would be explored at the next meeting. Members agreed that this would be valuable going forward. |  |
| **£2 million Skills Covid-19 Recovery fund** |  |
| LA talked through a presentation recently given to the SELEP Board for approval of the £2 million Covid-19 Recovery Fund (attached). The Board approved the proposed focus and this is also available to view at <https://www.southeastlep.com/meetings/strategic-board-3/>  LA noted that this also required sign off by SELEP’s Accountability Board for the proposed procurement process.  **Post meeting note:** Approval was provided and the meeting is available to view at <https://www.southeastlep.com/meetings/accountability-board-18th-september-2020/>  Further information on the Skills Fund is now at <https://www.southeastlep.com/opportunities/selep-skills-covid-19-recovery-fund/> and the related business support fund information is at <https://www.southeastlep.com/opportunities/selep-covid-19-business-support-fund/> | **ACTION:** LA to advise members when Covid Funding procurement is launched |
| **8th October SAP and Digital Skills Partnership event** |  |
| LA shared the draft agenda for the event and reminded colleagues to help promote the link on Eventbrite. Nearly 200 people had signed up already. There was space in the agenda for another sector to be featured and members agreed it would be positive to showcase the creative sector.  **POST MEETING NOTE:** The event was highly attended (over 200 people) and with very positive feedback and examples of networking. A recording is now available at <https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/>  LA also noted that the new South East Skills website would be up and running soon and would be available to house partner information and Labour Market Information. This will bring together key information from the Skills Advisory Panel and Digital Skills Partnership. | **ACTION:** LA to liaise with JN re a creative sector presentation |
| **AOB / Date of next meeting** |  |
| **Kickstart**  AC had to leave the meeting early but added a note in the chat to inform members about the kickstart programme (now available across the LEP) - *Sussex Chamber is acting as an Intermediary on the Kickstart Scheme for business. I know my colleagues at Kent Invicta Chamber are also doing the same in Kent. We will act as intermediaries for all business (not just members) across the whole of Sussex.* [*https://www.sussexchamberofcommerce.co.uk/Young-Chamber/Kickstart-Scheme*](https://www.sussexchamberofcommerce.co.uk/Young-Chamber/Kickstart-Scheme)  **Demonstrating the value of virtual work experience –** HC noted that virtual work experience wouldn’t generally count towards T-levels and qualifications but had been working to change this with DfE and encouraged members to do the same, where evidence can be provided (a recent example of this being accepted in Suffolk).  **Kent and Medway Apprenticeship Ceremony –** PW noted that there would be an apprenticeship ceremony being held (**POST MEETING NOTE:** this is available to view at <https://kandmappgrad.org/>)  LA confirmed that the next meeting will be on 10th December and would be online again. |  |