

**South East LEP Skills Advisory Panel**

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

**Minutes and Actions**

**Attending**

**Louise Aitken** (LA) South East LEP   
**Holly Aquilina** (HA), East Sussex County Council

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

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

**Helen Clements** (HC), Morgan Sindall,**CHAIR**

**Samantha Desforges**, (SD) Berry Gardens

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

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

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

**Kirsty Hawkins**(KH), *Social Enter*prise Kent

**Iain Hawthorn** (IH),HSBC

**Lindsey Hayward** (LH), Konica Minolta

**Trevor Hutchinson** (TH), DP World London Gateway

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

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

**Jo Nolan** (JN), Screen South

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

**Vanessa Potter** (VP),Sussex Council of Training Providers

**Celia Rose** (CR), SAP Programme Team, Department for Education

**Karris Rowbotham** (KB), DP World London Gateway

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

**Pauline Smith** (PS),CXK /National Careers Service

**Jane Thomas** (JT), BT

**Jim Wilkinson** (JW), SELEP, Digital Skills Partnership

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

**Apologies**

Liz Austin, Stansted Airport

Mike Derrick,Oakdown House Ltd

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.*  Helen (HC) welcomed everyone to the meeting. All members introduced themselves and their area of work via the chat function.  LA noted that Karris Rowbotham was joining Trevor from DP World London Gateway and Jane Thomas would now be attending for BT as Neil Aitken has recently left. Members wished Neil all the best for the future. Further to Wayne Wilson leaving the Kent Association of Training Organization’s (KATO) Vanessa Potter from the Sussex Council of Training Providers (SCTP) would also now be attending to represent the provider networks as this role is rotated between the three networks annually.  HC welcomed Karris, Vanessa and Jane to the meeting.  LA noted that apologies had been received from Liz Austin at Stansted Airport. Amy Cable and Vanessa Potter would be arriving a little late and Samantha Desforges needed to leave the meeting at 11am. |  |
| **Minutes and actions of the last meeting (10th September)** |  |
| LA confirmed that all actions would be picked up through the meeting.  Members signed off the minutes as a true and accurate record. |  |
| **Welcome to SAP Programme Team, Department for Education (DfE), Celia Rose** |  |
| LA and HC welcomed Celia to the meeting and noted how useful it was to have her attending. Celia noted that she’d attended different SAP meetings nationally and it provided a very useful insight into the work of SAPs locally. Celia said that she was looking forward to observing the SELEP SAP meeting. |  |
| **[8](https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/)[th](https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/) [October SAP and DSP Conference](https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/)** |  |
| LA and HC reflected on the [**8th October SAP and DSP Conference**](https://www.southeastlep.com/meetings/skills-advisory-panel-and-digital-skills-panel-annual-conference-2020/). LA confirmed that over 230 people had attended, and that networking had taken place on the day, due to the platform used enabling this. HC had chaired the event excellently and SAP members Jo Noland and Lynne Matthews had given presentations, along with DfE, DWP, Skills for Care and Digital sector speakers.  LA noted that feedback had been really positive from delegates and a lot of requests had come through for the recording of the event. JK noted how good the case studies and presentations and been and a good range of sectors.  Members agreed that this had been a good showcase of the work the SAP is doing and the different sectors represented. Members agreed that having this as a virtual event probably helped with numbers also in making this accessible to more people. LM noted that the networking aspect was a positive and members agreed that this could be a good platform to use for similar smaller events also. AS noted that the same platform was also being looked at for schools events. HA noted that there were some access issues so this would need to be considered. PS asked what the platform was and JW confirmed it was called ‘Remo’ with further information at <https://remo.co/>. The SELEP event was hosted by Digital Leaders who provided technical support also (<https://digileaders.com/lounge/>). Several members noted that they had networked too at the event.  HC noted that southern LEP SAP Chairs and Skills Leads were now meeting regularly and so are sharing best practice. This could offer potential to work together on an event.  Members agreed that given the interest in the event and how useful attendees found it, it would be positive to hold this as an annual event but also to continue to hold webinars through the year on different topics. Topics that were suggested included labour market information, social value, net zero, diversity, social sustainability, AI, automation, mental health, retraining and upskilling adults. JK noted that impartial advice and guidance was still a big barrier. PS noted that take up of the National Careers Service offer had been lower than expected, particularly given the higher unemployment rate due to Covid-19.  DG noted that JP Morgan are doing work on social value and future work, along with the Work Foundation and RSA. IH also noted that HSBC were doing some research into automation and what skills of the future will look like. IH noted that globally, 7.1 million jobs are expected to be lost in five years due to automation.  HA noted that she could input to the social value topic from a local authority perspective in terms of ensuring skills is a factor in procurement processes. LM noted that social value was a big factor for major projects also. JT noted that BT have done a lot of work on social value in the supplier chain / procurement looking at environment, human rights and skills. AC noted that it would be useful to look at measuring impact and how different sectors approach this. VP noted that supporting employers and learners to recognise the transferability of skills with reskilling / retraining solutions is important. This will help individuals to move from one sector to another. JK noted that Plumpton have developed an effective programme called ‘Aspire’ all about developing resilience, confidence and skills scanning for 'employability skills'.  HB and AC noted the importance of mental health particularly given the impact of the pandemic and factors such as working from home and redundancies.  On reskilling also, IH noted that HSBC have estimated that by 2022 54% of employees will require upskilling (not just HSBC). DG Noted that many sectors should be looking at the future – e.g. plumber training needs to consider the transfer from gas to heat pumps to ensure individuals have long-term employment.  Members agreed that how to best use the support that’s already there is a big area of need. There are a number of programmes also such as Kickstart and Restart starting soon and it was agreed that it would therefore be useful to invite Job Centre Plus to be a member of the SAP.  Helen noted that utilising the training already undertaken was important also - there was a [Construction Industry Training Board (CITB) report](https://www.citb.co.uk/about-citb/construction-industry-research-reports/search-our-construction-industry-research-reports/careers/fe-learners-into-construction-industry-research/) looking at the conversion rate of learners in FE moving into construction. This includes the fact that of approximately 104,000 learners on construction courses in the 2015-2016 academic year, just 29,150 (28%) joined the construction workforce six months later. DG noted that there was a sister report on the appeal of the construction sector and net zero needs and covering issues such as gender balance. LM cited also a report looking at ‘Women Building Britain’ due to the low rate (approximately 12.5%) and the need to improve this through activity such a welding ‘have a go’ activities with schools through virtual reality and other methods. AOD noted the related importance of women in training roles.  DG also posted a useful report in the chat - <https://www.oxfordmartin.ox.ac.uk/long-read/robot-proof/>.  DG noted that future forecasting is important in terms of jobs of the future and what subjects therefore need to be considered in teaching now. HA agreed that future planning is very important and issues such as problem solving in schools. Members noted that transferrable skills were coming to the fore as well as learning and resilience across everything. HC noted that competency-based skills were an important part of being work ready. JK noted some interesting developments in Finland where they are moving away from teaching subjects to teaching topics so that soft skills development can be more effective. Project based learning is increasing in the UK also, looking at problem solving, team working etc. Members talked about the importance of engaging as early as possible, in Primary school and embedding careers information and transferrable skills such as teamwork, resilience and self-learning applicable across all sectors.  Members noted that the future of sectors locally could potentially be an area of research with universities. JW noted the potential to work with the University of Essex (<https://www.essex.ac.uk/centres-and-institutes/business-and-local-government-data>)  AS and DG noted the importance of digital and entrepreneurial digital also (e.g. App design to address current challenges).  LA agreed to look into the webinars suggestion and to include this as a topic for discussion at the next meeting. | **ACTION:** LA to invite JCP colleagues to join the SAP  **ACTION:** Discuss SAP webinar topics at next meeting and plan for annual conference this year also |
| **SAP Skills Report for DfE and Key Data Update** |  |
| LA gave a presentation (attached) outlining the Skills Report being produced for the Department for Education by the end of March. LA noted that this would contain a large data section, which would be broken down to local level where possible. LA gave examples of some of the data.  Members noted how useful the data sets were and particularly in measuring progress. VF noted that it would be useful to separate out the data to higher level (4-5) and 6 or above. DG noted that it would be useful to look at sectors in terms of earnings and productivity as well as those at risk from new technologies. IH noted that pushing level 3 up to level 4 should be a strategic target.  LA also noted (as attached) that a Skills group of the Major projects across SELEP was being established and SELEP was in the process of producing an Economy and Recovery Strategy which has skills as a strong theme. There is also the possibility for the SELEP area to be a pilot area for a health and well being portal working with Cornwall LEP and building on their existing ‘Beacon’ project and with support from DWP. AC noted that they use a mental health portal via a local provider and which is used by all staff. AOD said that they use a ‘Together All’ mental health portal which has had excellent feedback from staff and students.    LA also noted that the Covid-19 Recovery Fund would be launched soon alongside the Business support fund.  **Post meeting note:** the draft skills report has now been circulated to SAP members and will be taken to the LEP Strategic Board meeting on 19th March for sign off. |  |
| **Proposal for DSP and SAP Virtual Careers Event** |  |
| AS outlined that the DSP was arranging a careers event soon which would utilise the same platform as had been used for the SAP and DSP conference. Members agreed this was really positive and would be keen to support as appropriate. AS confirmed that the local Enterprise Adviser Networks and Careers Enterprise Company would be engaged in this also.  More broadly, members spoke about a SAP careers event later in the year and agreed that this would be really positive and could be held for adults and young people.  **Post meeting note**: the first of 2 events with schools are now being promoted for registration (information attached). |  |
| **Sector Spotlight – Creative** |  |
| JN gave a presentation on the creative sector, as attached. Jo noted the future potential also of the sector given that it is at lower risk of automation than some other sectors. Skills gaps include management and leadership.  Members noted the importance of the creative sector in inward investment and attracting people into an area and to work in other sectors also.  TH noted that the Thurrock Economic Development Report hadn’t mentioned the creative sector and given that the National Creative College is based there and the Creative Estuary project also includes Thurrock, it could be good to feed this in. TH said that he would send the report across to JN. |  |
| **New SAP and DSP website** |  |
| LA and JW provided an update on the new SAP and DSP website which was due to have a soft launch. JW talked through the different sections and noted that this would be added to. LA noted that it was a resource for the area so any information, reports, events and news could be added. This will also provide links to the existing sites such as [Careers East Sussex](https://careerseastsussex.co.uk/), [Thurrock Opportunities](https://www.thurrockopportunities.co.uk/) and a new Essex Opportunities site being launched soon.  **Post meeting note:** The site is now live and includes a walk through from JW and LA. The address is <https://www.southeastskills.org.uk/> |  |
| **AOB and Date of next meeting** |  |
| The next meeting will be on 11th March 2021 (online). |  |