



Cornwall and Isles of Scilly Employment and Skills Board

Date 10 April 2019

Time 2pm to 4:30pm

Venue Cornwall Marine Network, Maritime Business Centre, Units 7 A & B,
Falmouth Business Park, Bickland Water Road, Falmouth, TR11 4SZ

Agenda

Item No.	Timings	Agenda Items	Lead
1.	2:00 – 2:05	Welcome, Introductions and Apologies	PW
2	2:05 – 2:10	Employment and Skills Board 7 February 2018 <ul style="list-style-type: none">• Minutes and Action Summary	PW
3.	2:10 – 2:30	Employment and Skills Board Progress Report	SS
4.	2:30 – 3:00	T-Levels Report	CK
5.	3:00 – 4:00	Employment and Skills Board Terms of Reference (SAP Progress) Report	SS
6.	4:00 – 4:30	Any other Business	PW
Date of next meetings <ul style="list-style-type: none">• 12 June 2pm – 4:30pm St Austell College			

Papers to be included:-

- Paper 1: Agenda
- Paper 2: Minutes of meeting 7 February
- Paper 3: Employment and Skills Board Progress Report April
- Paper 4: T- Level Report
- Paper 5: ESB Terms of Reference Report



Minutes

Meeting Title: CloS Employment and Skills Board

Date: 7 February 2019

Time: 1:30pm to 4pm

Location: Trelawney Suite, Truro Business Space, Chiltern House, City Road, Truro, TR1 2JL

Chaired by: Paul Massey

Membership:

Phil Mason	Cathie Kessell
Jane Black	Lindsey Hall
Glenn Caplin	Mel Colton-Dyer
David Walrond	Paul Massey (Chair)
Dawn George	Paul Wickes
Trevor Doughty	Stacey Sleeman
Clare Harris	Stuart Roden
Jim Grant	Tarn Lamb
Emily Kent	Mark Williams

Observers: Terri Whitten; Sally Edington; Frances Brennan

Officer support Debbie Osborne, LEP Executive Team

Minutes		Action
1.	<p>Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Paul Massey welcomed everyone to the meeting. Apologies received from Jane Black, David Walrond (<i>Mark Arnold attending</i>), Trevor Doughty, Sally Edington, Emily Kent, Cathie Kessell, Lindsey Hall, Elaine McMahon and Terri Whitten. <p>Introductions</p> <ul style="list-style-type: none"> Chair welcomed Stephanie Criddle who is the ESFA Intermediaries Manager in relation to Agenda Item 3 and also Emmie Kell LEP Non Executive Director Lead for Creative in relation to Agenda Item 6. 	



Minutes	Action
<p>2. Employment and Skills Board 6 December 2018</p> <ul style="list-style-type: none"> Minutes from 6 December 2018 were agreed as a true and accurate record. <p>Actions</p> <ol style="list-style-type: none"> Completed. Creative Industries report to be amended and distributed following today's presentation. Completed. Ongoing but has been allocated to the new Senior Skills Officer once their appointment starts. Ongoing. The Beacon Project highlight report which was part of the January LEP Board papers to be circulated with today's minutes. Completed. Completed. Ongoing. 	<p>SS</p> <p>CH/DO</p>
<p>3. T Level Placements</p> <ul style="list-style-type: none"> Stephanie Criddle is the ESFA Intermediaries Manager and is part of the SME Strategy Team, to help support LEPs with industry placements and T Levels, working closely with Cathie Kessell to actively promote in Cornwall. Lots of changes with T Levels and is receiving good feedback. Expression of Interests currently out for provision for 2022 onwards. T Levels are complimentary with Apprenticeships and may replace HNC qualifications as part of government review. Changing the language from "work" to "industry" placements. £60m already allocated to providers including Bodmin College, Cornwall College, Truro & Penwith College and Helston Community College. As only still in draft stages industry buy in has been slow but placements are increasing. Will also link with Digital Skills Partnership and Institute of 	



Minutes		Action
	<p>Technology bids in relation to Capital Development Fund.</p> <ul style="list-style-type: none"> Recommended that a report be brought back to the April ESB on the barriers and successes of T Levels so ESB can see where they can support. Action 1: Mark Arnold and Cathie Kessell to bring a report back to the April ESB in relation to T Levels support. Action 2: Presentation and contact details for Stephanie Criddle to be shared with ESB members. <p>Follow Up</p> <p>Following the meeting Stephanie Criddle came back on a couple of questions raised and those responses are below</p> <ul style="list-style-type: none"> Will there be a T level in social care? <ul style="list-style-type: none"> No, this has been highlighted as one of the technical education routes which will be delivered through apprenticeships (alongside protective services; sales, marketing and procurement; and transport and logistics). Which Devon providers have Capacity and Delivery Funding to deliver industry placements? <ul style="list-style-type: none"> City College Plymouth Petroc Coombe Dean School Stoke Damerel Community College Exeter College Kingsbridge Academy Plymouth City Council Plympton Academy 	<p>MA/CK</p> <p>DO</p>
<p>4.</p>	<p>Beacon Project update on Social Marketing</p> <ul style="list-style-type: none"> 3 Social Marketing Workshops planned for 4, 6 and 7 February, however the workshop planned for 7 February was cancelled due to low attendance. The other 2 workshops held at St Austell and Pool Innovation Centre had 6 and 11 attendees respectively and feedback received was good. The aim of the workshops was to market test messaging following the Business Insights Workshops held in October 	



Minutes		Action
	<p>2018.</p> <ul style="list-style-type: none"> • Voting buttons were used at each workshop and there were consistent replies on the statistics. • Next piece of work is in relation to digital solutions; VR and AR, conversation chat boxes to find the business information. • Will be further workshops over the next 6 to 8 weeks with specific sector focus ie manufacturing and marine. • Project is being promoted within Business Cornwall and further activity is planned for next 10 months. • Action 3: Presentation from the Social Marketing Workshops to be shared with ESB Members. 	<p>CH/DO</p>
<p>5.</p>	<p>Employment and Skills Board Progress Report</p> <ul style="list-style-type: none"> • Progress report to be brought to each ESB to help capture all activity in one report to allow ESB agendas to have more focused items. • Updates in each report will focus on: <ul style="list-style-type: none"> ○ Beacon ○ Skills Advisory Panel ○ Careers Hub and Enterprise Advisers ○ Digital Skills Partnership ○ Institute of Technology ○ Skills Action Plans ○ Apprenticeship Campaign ○ ESF Programme • With overall progress ratings and lead details for each piece of activity. <p>Discussion points</p> <ul style="list-style-type: none"> • <i>Digital Skills Partnership:</i> DCMS funding to be used to link up digital skills in LEP area from the individual to business. As part of that funding a Partnership Manager will be recruited to lead project and be the link with the national Digital Skills Partnership and other area coordinators. Will link with Cornwall Council’s Digital Inclusion Strategy. Stakeholder Group held on 11 January was well attended by education and digital sector representatives plus LEP 	



Minutes		Action
	<p>Board Directors Emmie Kell and Paul Massey. Project linked with the ESF Digital call currently out.</p> <ul style="list-style-type: none"> • <i>Skills Action Plans</i>: Senior Skills Officer backfill has now been appointed and will start mid February. This post will pick up the work on Skills Action Plans. • <i>Brexit Deal or no Deal</i>: ESB were advised that a targeted investment programme is being pulled together as part of the Operational Plan. A Strategic Fit briefing will be used as a narrative if required to lobby MPs. • <i>Skills Advisory Panel</i>: To reflect the national guidance given on Skills Advisory Panels, ESB Terms of Reference to be amended; a few minor changes to roles and responsibilities required and a baseline analytical framework pulled together. • Agreed that future progress reports should also include an update on Skills Hub and respective ESB sub Groups. <p>Action 4: Employment and Skills Board Progress report for April to include an update on Skills Hub and sub groups Pathways to Employment and Employer Led Skills.</p>	<p>SS</p>
<p>6.</p>	<p>Hot Topic</p> <p>Skills of the Creative Industry (presentation and discussion)</p> <ul style="list-style-type: none"> • Emmie Kell LEP Non Executive Director Lead for Creative and also CEO of Cornwall Museums Partnership was invited to today’s ESB to see where the Board could help in the development of a Skills Action Plan. <p>Discussion points</p> <ul style="list-style-type: none"> • Creative Careers Programme links with CEC and Careers Hub CloS and potentially using the existing infrastructure of Enterprise Advisers. Using the Cornwall Skills Show as an avenue for promoting the industry. • Reviewing the careers offer in Cornwall, working with education and families to sustain local delivery. • Reviewing the curriculum offer within educational establishments. 	



Minutes	Action
<ul style="list-style-type: none"> • Opening up potential career changes to those with health related problems, using “creative” as a form of therapy and also adults returning to education. • Links with Local Industrial Strategy very important as the existing Sector Deals won’t work as they are focused primarily on larger businesses. • Senior Skills Officer role could identify and coordinate support and activity for the Creative Industry Advisory Group and Skills Action Plan. • Using CloS LEP to actively lobby MPs on this issue, using infographics and focused narratives/briefings. • Look to create a “Cornwall Cultural Pass” similar to the existing “Leisure Pass” to enable more access to opportunities. • Being more specific on job profiles. • Action 5: Today’s Creative presentation, Creative Careers Programme report and link to the Creative film to be circulated to members of the ESB. 	<p>DO</p>
<p>7. Regular Updates</p> <p>Pathways to Employment Group</p> <ul style="list-style-type: none"> • No update available <p>Employer Led Skills Group</p> <ul style="list-style-type: none"> • No update available. 	
<p>9. Any other business</p> <ul style="list-style-type: none"> • None 	
<p>Date of next meetings:</p> <ul style="list-style-type: none"> • 10 April 2019 2pm to 4:30pm (Cornwall Marine Network) • 12 June 2019 2pm to 4:30pm (Cornwall College) • 14 August 2019 2pm to 4:30pm (New County Hall) • 9 October 2019 2pm to 4:30pm (Cornwall College) • 11 December 2019 2pm to 4:30pm (Cornwall Marine Network) 	

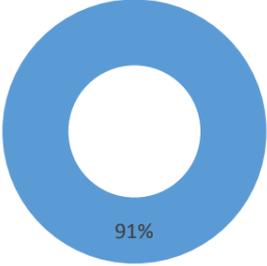
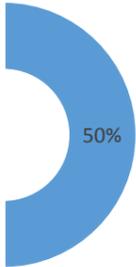


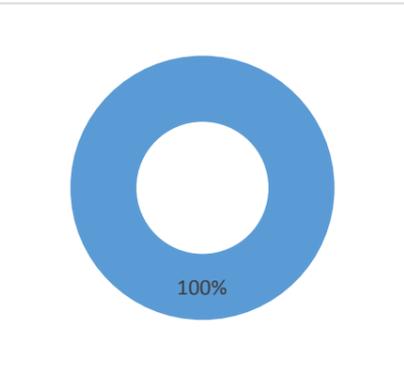
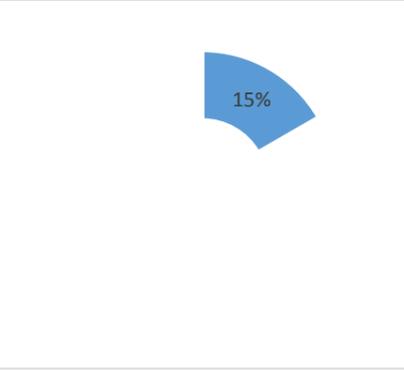
Minutes	Action
<ul style="list-style-type: none"> 12 February 2020 2pm to 4:30pm (Venue tbc) 	
<p>Follow up Actions from previous meeting 6 December 2018</p> <ul style="list-style-type: none"> Creative Industries report to be amended and distributed following today's presentation. The Beacon Project highlight report which was part of the January LEP Board papers to be circulated with today's minutes. <p>Actions from today's meeting 7 February 2019</p> <ol style="list-style-type: none"> 1. Mark Arnold and Cathie Kessell to bring a report back to the April ESB in relation to T Levels support 2. Presentation and contact details for Stephanie Criddle to be shared with ESB members. 3. Presentation from the Social Marketing Workshops to be shared with ESB Members. 4. Employment and Skills Board Progress report for April to include an update on Skills Hub and sub groups Pathways to Employment and Employer Led Skills. 5. Today's Creative presentation, Creative Careers Programme report and link to the Creative film to be circulated to members of the ESB. 6. SS and EK to meet to set out next steps and actions from today's meeting 	<p>SS</p> <p>CH/DO</p> <p>MA/CK</p> <p>DO</p> <p>CH/DO</p> <p>SS</p> <p>DO</p> <p>SS/EK</p>

Meeting finished at 4pm

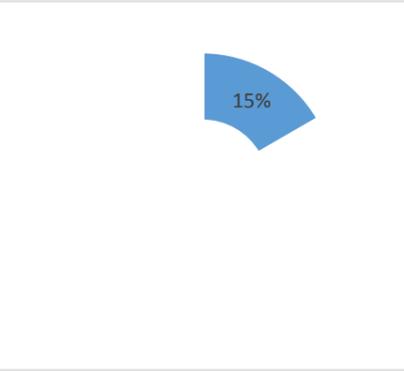
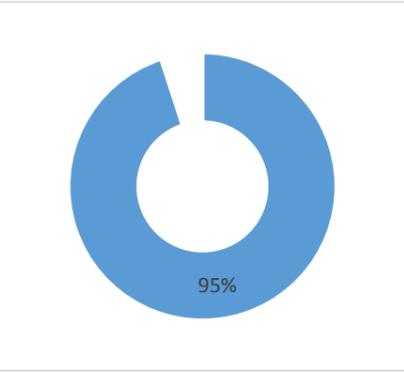
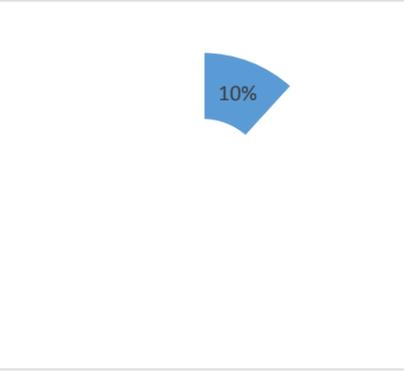
Employment and Skills Strategy Update – ESB April 10th 2019

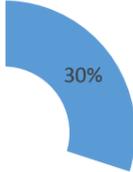
Progress Report:

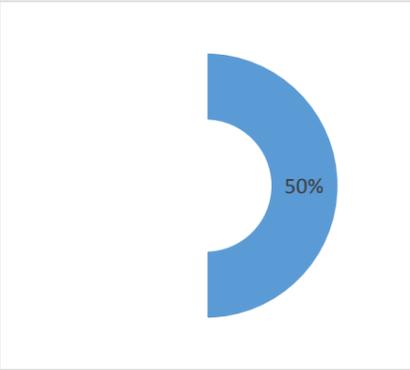
Project	Description	Progress to date	Overall progress	RAG	Lead
Skills Hub	Delivery of ESF funded independent skills diagnostic and referral service, aligned with the CIOS Growth Hub	<ul style="list-style-type: none"> Outputs- 128 out of 140 (Target) Businesses engaged in TNA (91% YTD) Skills Hub Phase 2 bid submitted on 19th Feb. Bid included some new elements such as an Outreach Programme. PCR now agreed with DWP for project extension to End March 2020. Pipeline going well for Skills Hub and project remains on target. New base at ESAM working well and being used by team for operations in S/SE Cornwall. 	 <p>91%</p>	Green	Josh Hoole/Stu Anderson
Beacon	<p>The project aims to identify a clear narrative for businesses to shape the work and health agenda as an opportunity to address their skills and productivity issues, through a co-produced social marketing campaign, and by intensely working with SME's to develop Disability Confident as an effective and useful resource for business. The aim is to test how business engagement and local action could achieve the Government's ambition to increase disability employment.</p> <p>Funding – The People and Prosperity Team in the LEP has secured £465k from the DWPs Strategic Work and Health Unit to deliver the Beacon Project.</p> <p>Project Completion Date – March 2020</p>	<ul style="list-style-type: none"> Digital Solutions – Evident are currently in the process of arranging and conducting individual interviews with a diverse range of businesses, together with sector specific workshops/talking events. Currently 40 individual businesses have been contacted for interviews and workshops are being planned with the Cornwall Manufacturing Group, Software Cornwall (15th March) and Cornwall Chamber of Commerce. Studio1850 have been contracted as project partners in order to produce the refined brand for the Beacon Project, which will be completed mid-March to enable us to produce marketing material. A content plan has now been agreed with the Growth Hub and domain names purchased for the Beacon Project, to allow some flexibility as we develop the digital element. The landing page will be completed by 20th March – www.cornwallbeacon.co.uk Social Marketing – The second round of Business Insights Group workshops were held on Monday 4th and Wednesday 6th February at St Austell Printing Company and Pool Innovation Centre respectively. A total of 16 participants representing a range of sectors attended. The workshops were designed to capture a range of opinions on messaging concepts, build consensus around specific messaging themes and co-create content for potential campaign use for ongoing marketing and PR. The final milestone for this work will be the final strategy and Executive Summary Report due by 31st March, 2019. Growth Hub - During February the focus has been on developing the topics and content for the website, in line with the consultative approach with businesses. It is also vital that any information displayed is 'bitesized' so business can easily digest. The GH has engaged with the digital developers and University of Exeter, to help shape the work and inform, from the SME perspective. Activity on the website will continue to be developed in line with the Communications Strategy from University of Plymouth. The site will be further developed with case study material as supplied 	 <p>50%</p>	Green	Clare Harris

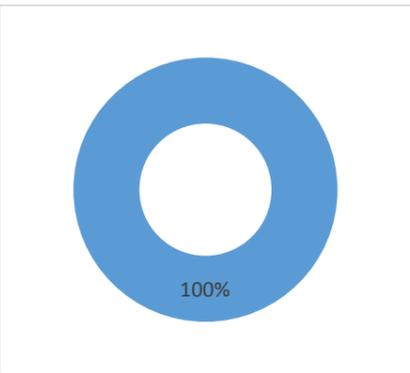
		<p>as the project progresses.</p> <ul style="list-style-type: none"> • University of Exeter - The Evaluation strategy received ethical approval from the University of Exeter Medical School Ethics Committee during their panel meeting on 14th February 2019. Subsequent to ethical approval the research team will roll out a Cornwall-wide baseline survey on SME practices and processes around recruitment and retention. • Business Engagement Manager – Ongoing attendance at networking events, meetings with the Work and Health Unit in London at end of February, presentation on Beacon at the 'Health & Wellbeing at Work Conference on 5th March, exhibiting with Evident at Cornwall Business Show on 14th March, presenting at 'Cornwall Healthy Workplace Awards' on 18th March. 			
Skills Advisory Panel (SAP)	<p>The aim of SAPs is to support new local partnerships comprising of local employers, skills providers and local government to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges.</p> <p>Funding - The People and Prosperity Team in the LEP has secured £75k from the DfE to increase analytical capacity and capability. The funding will:</p> <ul style="list-style-type: none"> • Population of a baseline analytical toolkit for use by the ESB and ITI Board • Quarterly local performance and data reports for use by the ESB and ITI Boards • Skills evidence base to support the development of the Local Industrial Strategy • Staff trained to undertake skills analysis and research at a local level • Enhancement or procurement of tools to collect, collate and reports in skills supply and demand • Skills analyst network across business and providers to underpin the work of Assistant Growth Officer • An Employment and Skills Board which reflect the SAP 	<p>Pilot Phase – CIOs LEP was chosen as one of 7 pilot areas to assist the Department for Education (DfE) to develop the roles and responsibilities of Skills Advisory Panels. In December 2018 the DfE published SAP guidance and an analytical framework which reflected feedback from CIOs:</p> <ul style="list-style-type: none"> • SAPs should not replace existing Governance Arrangements, where an Employment and Skills Board is in place this should remain and take on the responsibilities of the SAP. • Greater capacity and capability to collect and analyse skills data is needed at a local level – the analytical framework will support this. • Pump funding would be required to review governance arrangements and increase capacity 		Green	Stacey Sleeman
		<p>Implementation Phase – The team has secured funding from the DfE, the MoU has been signed and funds are now with the LEP.</p> <p>An Assistant Growth Officer has been appointed (start date 7th January) to lead on the data collection and analysis to support this project. An initial desktop review of the analytical toolkit has been undertaken to assess the work required to develop our baseline. The baseline work is scheduled for completion by the end of April for a report to ESB at the June meeting.</p> <p>The ESB ToR have been reviewed and a report prepared for presentation at the ESB on the 10th April.</p> <p>Following a meeting with the Skills Minister the team is working with the Council's devolution team to explore how we can engage with Government Departments to better use the ESB when developing skills programmes and funding packages. A further report will be prepared for ESB.</p>		Green	

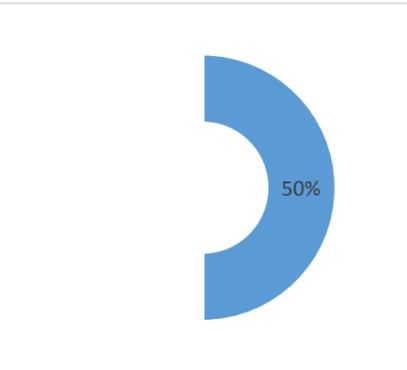
	<p>guidelines, supporting by strong and robust evidence of need to inform their strategic thinking</p> <ul style="list-style-type: none"> • A project Evaluation <p>Project Completion Date – March 2020</p>																																								
<p>Careers Hub and Enterprise Advisers</p>	<p>Careers Hubs are made up local schools and colleges working together with universities, training providers, employers and career professionals to improve careers education.</p> <p>The LEP-funded Careers Hub - Cornwall & Isles of Scilly is one of 20 Careers Hubs within the UK as part of a £5 million government project over the next two years.</p> <p>Funding – the People and Prosperity Team within the LEP has secured £341,629 from the Careers Enterprise Company to deliver a Careers Hub and continue to deliver the Enterprise Adviser Network. This is matched with £100k of LEP funding.</p> <p>Project Completion date – August 2020</p>	<p>Launch - Careers Hub launched in 40 Secondary Schools, Colleges, Alternative Provision Academies and Special Schools and currently includes a network of 60 Enterprise Advisers (business volunteers) who provide strategic support to senior managers in education.</p> <p>Gatsby - Achievement of schools and Colleges against the Gatsby Benchmarks in CIOs is currently 2.4/8 above the national average of 2.1/8 and placing us 11 out of 38 LEPs nationally. The chart below shows the progress of Cornish Schools against the Gatsby benchmarks as of March 2018:</p> <div data-bbox="976 877 1911 1381" data-label="Figure"> <table border="1"> <caption>Cornwall and the Isles of Scilly (n=26)</caption> <thead> <tr> <th>Benchmark</th> <th>Achieved</th> <th>Partially achieved</th> <th>Not achieved</th> </tr> </thead> <tbody> <tr> <td>One - A stable careers programme</td> <td>0.0%</td> <td>100.0%</td> <td>0.0%</td> </tr> <tr> <td>Two - Learning from career and labour market...</td> <td>34.6%</td> <td>42.3%</td> <td>23.1%</td> </tr> <tr> <td>Three - Addressing the needs of each pupil</td> <td>7.7%</td> <td>92.3%</td> <td>0.0%</td> </tr> <tr> <td>Four - Linking curriculum learning to careers</td> <td>26.9%</td> <td>61.5%</td> <td>11.5%</td> </tr> <tr> <td>Five - Encounters with employers and employees</td> <td>30.8%</td> <td>0.0%</td> <td>69.2%</td> </tr> <tr> <td>Six - Experiences of workplaces</td> <td>61.5%</td> <td>26.9%</td> <td>11.5%</td> </tr> <tr> <td>Seven - Encounters with further and higher education</td> <td>15.4%</td> <td>73.1%</td> <td>11.5%</td> </tr> <tr> <td>Eight - Personal guidance</td> <td>46.2%</td> <td>7.7%</td> <td>46.2%</td> </tr> </tbody> </table> </div> <p>Funding - We have received and fully allocated a catalogue of Enterprise Activities to hub members to a value of £148,000 through being awarded one of 10 'virtual wallets' by the Careers and Enterprise Company. We engaged with more than 20 local and national partners to increase bids to the Cornish wallet from 5 organisations to 12 representing a wide ranging and comprehensive offer. Take up of Careers Leadership bursaries has been high with more than 50% of Careers leaders in the county committing to undertake training in 2019/20.</p> <p>Events – The Cornwall Skills show was extremely successful with over 3,000 students given the opportunity to engage with a wide range of employers, colleges and providers.</p>	Benchmark	Achieved	Partially achieved	Not achieved	One - A stable careers programme	0.0%	100.0%	0.0%	Two - Learning from career and labour market...	34.6%	42.3%	23.1%	Three - Addressing the needs of each pupil	7.7%	92.3%	0.0%	Four - Linking curriculum learning to careers	26.9%	61.5%	11.5%	Five - Encounters with employers and employees	30.8%	0.0%	69.2%	Six - Experiences of workplaces	61.5%	26.9%	11.5%	Seven - Encounters with further and higher education	15.4%	73.1%	11.5%	Eight - Personal guidance	46.2%	7.7%	46.2%	<div data-bbox="1985 978 2398 1350" data-label="Figure"> <p>55%</p> </div>	Green	Carrie Holmes
Benchmark	Achieved	Partially achieved	Not achieved																																						
One - A stable careers programme	0.0%	100.0%	0.0%																																						
Two - Learning from career and labour market...	34.6%	42.3%	23.1%																																						
Three - Addressing the needs of each pupil	7.7%	92.3%	0.0%																																						
Four - Linking curriculum learning to careers	26.9%	61.5%	11.5%																																						
Five - Encounters with employers and employees	30.8%	0.0%	69.2%																																						
Six - Experiences of workplaces	61.5%	26.9%	11.5%																																						
Seven - Encounters with further and higher education	15.4%	73.1%	11.5%																																						
Eight - Personal guidance	46.2%	7.7%	46.2%																																						

<p>Digital Skills Partnership</p>	<p>The formation of Local Digital Skills Partnerships (LDSPs) in Local Enterprise Partnerships (LEPs) regions across England. The aim of LDSPs is to coordinate and develop digital skills initiatives to meet the needs of local economies and communities.</p> <p>Funding – the People and Prosperity team within the LEP has secured £75k from DCMS to establish and implement the Local Digital Skills Partnership.</p> <p>Project Completion Date – May 2020</p>	<p>The CIOs LEP through the People and Prosperity Team successfully applied to become one of only 3 LEP regions, in the second wave, to establish and implement a Local Digital Skills Partnership. Since the last progress report the People and Prosperity Team has:</p> <ul style="list-style-type: none"> • Agreed and signed the ToR with DCMS for the project • Has the Business Case signed off by DCMS • Received the payment of £75k from DCMS • Appointed the Digital Skills Partnership Co-ordinator – Ben Bolton will be joining the team on the 15th April. • Attended the HoSW Digital Skills Partnership to share learning • Arrangements are underway for the official launch of the partnership in May. 		<p>Green</p>	<p>Stacey Sleeman/Clare Harris</p>
<p>Institute of Technology</p>	<p>The DfE is creating a network of new Institutes of Technology (IoTs) across the country. These will be high-quality, employer-led institutions specialising in providing higher level technical skills for employers.</p> <p>Project Completion Date – March 2019</p>	<p>The SWIoT has successfully completed Phase 1 of the application process. The Phase 2 application has been submitted and interviews took place at DfE on 7th March with Andy from Truro & Penwith College attending the interview with Petroc and the consultants leading on the proposal. A decision is expected end of March early April.</p> <p>The role of the LEP and ESB has been to support the production of the bid both financially and through garnering LEP and MP support for the application.</p> <p>As part of SWIoT, Truro and Penwith College plan to take forward a £7.3m investment into a new two-storey, higher-level technology centre in the heart of Cornwall. Providing laboratory space to explore robotics and wider engineering capabilities, industry-standard engineering equipment and environments, and associated learning and presentation spaces, the new technology hub will expand the engineering and digital offer to match the best available across the country, as part of an integrated training offer for the South West.</p>		<p>Green</p>	<p>Senior Skills Officer</p>
<p>Skills Action Plans</p>	<p>As part of the LEP operational plan it was agreed that we would focus on the development of 3 skills actions plans to support key sectors: Space, Creative and Energy.</p> <p>Funding – Building Better Careers LEP budget: Space £18k, Creative £20k</p> <p>Project Completion Date – March 2020</p>	<p>Space – The ESB has received a presentation from the Skills Aviation Partnership outlining proposals to undertake a feasibility study into the development of a Space Academy in Cornwall. The ESB has agreed to allocate £18k of funding to work with the Skills Aviation Partnership and the Space Industry Taskforce to develop skills analysis and development of an action plan. Progress to date: funding secured in LEP budget, scoping meeting took place on the 9th January. Next steps to draft and agree scope.</p> <p>The new Senior Skills Officer is now in post (19th April) and is currently reviewing action plans and activity to date, as well as meeting with sector leads to gather further information. A fuller update will be provided to the June meeting.</p>		<p>Amber</p>	<p>Senior Skills Officer</p>

		<p>Creative –The ESB has agreed to allocate £20k of funding to work with the Creative Industry Taskforce to develop skills analysis and development of an action plan. Progress to date: funding secured in LEP budget, scoping meeting took place on the 22nd November. Next steps to draft and agree scope.</p> <p>The new Senior Skills Officer is now in post (19th April) and is currently reviewing action plans and activity to date, as well as meeting with sector leads to gather further information. A fuller update will be provided to the June meeting.</p>		Amber	
		<p>Energy –Work yet to commence on this area.</p> <p>The new Senior Skills Officer is now in post (19th April) and is currently reviewing action plans and activity to date, as well as meeting with sector leads to gather further information. A fuller update will be provided to the June meeting.</p>		Red	
Apprenticeship Campaign	<p>Delivery of a 1-year Apprenticeship campaign (starting on 1st October 2018 – 30th September 2019), aimed at SME employers, the campaign will raise awareness, help remove barriers and drive recruitment of Apprentices and uptake of Apprenticeship training for existing employees. Helping employers address skills development and gaps, the Campaign will be aligned to the CIOs Employment & Skills Strategy and supports achievement of some key Apprenticeship targets within the Strategy.</p> <p>Project Completion Date – September 2019</p> <p>Funding – the People and Prosperity Team in the LEP has secured £50k from the Skills Hub Innovation Fund to deliver the campaign.</p>	<p>The assessment of LEP application and recent delays to tendering elements of the campaign has led to project commencement delays.</p> <p>DCA won the tender with their campaign proposal #AddaSpark. DCA are subcontracting the design and website elements to Oracle Design and telemarketing to PFA Research. DCA will be looking at key employer messaging, PR and the Campaign’s social media. An initial planning meeting was held in February to agree the project plan and revised timescales (as the project tendering was delayed and project length shortened from the original 12 months). Oracle has also separately supported us with designing stand collateral for both the Cornwall Business Show and Skills Show; funded by CEC Apprenticeship specialism funding. Cathie is coordinating the overall Campaign project and providing copy for website/case studies etc. The original CornwallApprenticeships.com website currently has a ‘holding-page’ and we hope to launch the new website in April at which time the wider Campaign will commence with the telemarketing planned to commence in May.</p> <p>Cathie is working separately with a consultant funded by ESFA via Learning for Work to develop a ‘localised’ employer toolkit and has also secured 1-day of funded consultancy to review our Apprenticeship strategy.</p>		Green	Cathie Kessell

<p>ESF Programme</p>	<p>The ESB provides advice and guidance to the ITI Board in relation to the strategic fit and allocation of European Social Funds.</p> <p>Project Completion Date – March 2023</p> <p>Funding - £131,908,947</p>	<p>ClO is mid-way through the delivery of the ESF allocation for the region:</p> <p>Funding: Budget allocation: £131,908,947 Contracted/developed/committed: £131,222,687 Fully unallocated: £686,260</p> <p>Calls currently being assessed by the Intermediate Body and Managing Authority:</p> <ul style="list-style-type: none"> • Employer Led Skills (£4,392,115) • In Work Poverty (£1,818,586) • Work and Health (£7,8000,000) • Skills Hub (£1,500,000) • Creative (£1,000,000) <p>Live calls:</p> <ul style="list-style-type: none"> • Access to Higher Skills (£1,500,000) <p>Calls in development (agreed at Strategic Fit meeting):</p> <table border="1" data-bbox="976 890 1961 1835"> <thead> <tr> <th>IP</th> <th>Name</th> <th>Call date</th> <th>£ (m)</th> <th>Sponsor</th> <th>Workshop</th> <th>CC Match (Apply)</th> </tr> </thead> <tbody> <tr> <td>1.2</td> <td>Skills for young people</td> <td>April</td> <td>2.2</td> <td>Mark Williams</td> <td>April</td> <td>Yes</td> </tr> <tr> <td>1.4</td> <td>Community Grants</td> <td>April</td> <td>2.2</td> <td>Tarn Lamb/Stuart Roden</td> <td>April</td> <td>Yes</td> </tr> <tr> <td>2.2</td> <td>Business Clusters</td> <td>April</td> <td>5.8</td> <td>Mark Williams</td> <td>April</td> <td>No</td> </tr> <tr> <td>1.4</td> <td>Future Peninsula 3</td> <td>May</td> <td>4</td> <td>Mark Williams</td> <td>June</td> <td>No</td> </tr> <tr> <td>1.4</td> <td>Talent Pipeline</td> <td>May</td> <td>4</td> <td></td> <td>June</td> <td>Yes</td> </tr> <tr> <td>2.1</td> <td>Skills Delivery</td> <td>Jul/Aug</td> <td>1.3</td> <td></td> <td>Aug/Sep</td> <td>No</td> </tr> <tr> <td>1.1</td> <td>Engagement and Activity for the unemployed. (Note: potential to apply to move to 2.1.)</td> <td>Jul/Aug</td> <td>5.4</td> <td></td> <td>Aug/Sep</td> <td>Yes</td> </tr> <tr> <td>1.4</td> <td>Future Peninsula 4</td> <td>Sep</td> <td>4</td> <td>Mark Williams</td> <td>Sep</td> <td>No</td> </tr> </tbody> </table> <p>Recent negotiations with the MA have led to better operational</p>	IP	Name	Call date	£ (m)	Sponsor	Workshop	CC Match (Apply)	1.2	Skills for young people	April	2.2	Mark Williams	April	Yes	1.4	Community Grants	April	2.2	Tarn Lamb/Stuart Roden	April	Yes	2.2	Business Clusters	April	5.8	Mark Williams	April	No	1.4	Future Peninsula 3	May	4	Mark Williams	June	No	1.4	Talent Pipeline	May	4		June	Yes	2.1	Skills Delivery	Jul/Aug	1.3		Aug/Sep	No	1.1	Engagement and Activity for the unemployed. (Note: potential to apply to move to 2.1.)	Jul/Aug	5.4		Aug/Sep	Yes	1.4	Future Peninsula 4	Sep	4	Mark Williams	Sep	No		<p>Amber</p>	<p>Stacey Sleeman</p>
IP	Name	Call date	£ (m)	Sponsor	Workshop	CC Match (Apply)																																																														
1.2	Skills for young people	April	2.2	Mark Williams	April	Yes																																																														
1.4	Community Grants	April	2.2	Tarn Lamb/Stuart Roden	April	Yes																																																														
2.2	Business Clusters	April	5.8	Mark Williams	April	No																																																														
1.4	Future Peninsula 3	May	4	Mark Williams	June	No																																																														
1.4	Talent Pipeline	May	4		June	Yes																																																														
2.1	Skills Delivery	Jul/Aug	1.3		Aug/Sep	No																																																														
1.1	Engagement and Activity for the unemployed. (Note: potential to apply to move to 2.1.)	Jul/Aug	5.4		Aug/Sep	Yes																																																														
1.4	Future Peninsula 4	Sep	4	Mark Williams	Sep	No																																																														

		<p>arrangements between the Intermediate Body, MA and Council:</p> <ul style="list-style-type: none"> • Monthly telekit meetings with MA, Intermediate Body and Council – discussions around strategic fit, allocation of funds, appraisals and assessment and policy interpretation • Agreed appraisal and assessment window 14 weeks – however recent calls have fallen outside this agreed window and we are discussing this with the MA to ensure progress is made. • Agreement to fund performance and data reports for the ITI Board – Assistant Growth Officer appointed. • The Growth Programme Leas post has now been filled with an expected start date in June. • A timetable is currently being agreed with the MA to ensure that we release all calls by the autumn of 2019, ensuring that projects have the longest possible window to deliver up to 2023. 			
Employment and Skills Devolution	<p>2015 Devolution Deal: In 2015 the Council signed its Devolution Deal. The deal contained a number of activities around the delivery of employment and skills in the region:</p> <ol style="list-style-type: none"> 1. Working through the Cornwall and Isles of Scilly Local Enterprise Partnership's Employment and Skills Board local partners will align and pool strategy and resources to re-shape training and learning provision across Cornwall and the Isles of Scilly. Development work to deliver this alignment and pooling will commence in 2015, enabling implementation to commence by 2017. 2. Government will work with local partners to jointly identify and develop new apprenticeship opportunities. 3. Cornwall Council and the CIOs LEP will work with Government to improve careers advice for younger people. 4. Cornwall Council and CIOs LEP will work with Government to help people into employment, in particular those furthest away from the labour market through closer/greater 	<p>An audit of the employment and skills activities within the devolution deal has been undertaken. A summary can be found below:</p> <ol style="list-style-type: none"> 1. Resources (Complete/BAU): The People and Prosperity Team has been in place for just over a year. The core team is now also supplemented by specialist staff to deliver projects which have been secured from external sources: <ul style="list-style-type: none"> • Core Team: <ul style="list-style-type: none"> ○ People and Prosperity Manager ○ Senior Skills Specialist ○ Employment and Apprenticeships Officer ○ Inclusion Officer • Project Posts: <ul style="list-style-type: none"> ○ Beacon: Business Engagement Manager ○ Skills Advisory Panel: Assistant Growth Officer ○ Digital Skills Partnership: Digital Skills Partnership Co-ordinator ○ Careers Hub: Careers Hub Manager 2. Alignment of resources: (Complete/BAU): The re-shaping of training provision has focused on making best use of the Intermediate Body, the ITI Board and Strategic Fit groups of the Employment and Skills Board. Through these governance arrangements we have been able to develop local calls which better fit the employment and skills needs of our local population. All recent calls developed reflect and take account of the aims and objectives of the Employment and Skills Strategy. <p>Adult Education Budget: The devolution deal requested that the AEB is devolved to CIOs. At the current time this has been held up nationally, with limited feedback on when and if this will happen across the Country. It has been agreed that we will keep a watching brief on this, but at the current time is not a priority for the employment and skills.</p> <ol style="list-style-type: none"> 3. Apprenticeship Opportunities (Complete/BAU): The Skills Hub is now in place and supports the aims set out to develop a Skills Bank. The P&P team has a dedicated Employment and 	 <p>A donut chart with a blue ring and a white center, labeled '100%' at the bottom, indicating that all activities are complete.</p>	Green	

	<p>alignment of activity for those hardest to help.</p>	<p>Apprenticeships Officer concentrating on the delivery of the apprenticeship action plan within the Employment and Skills Strategy e.g:</p> <ul style="list-style-type: none"> • Apprenticeship Campaign • Re-launch of Cornwall Apprenticeship Website planned • Cluster/sector based approach to inform apprenticeship frameworks, and where possible the use of levy payments to support <p>4. Careers Advice (Complete/BAU): Enterprise Adviser Network delivering positive outcomes has led to an extended scheme, with 1 adviser rising to 4. We have also successfully secured further funding from the CEC to implement a Careers Hub across Cornwall.</p> <p>The Council's Devolution Board will be presented with the audit, with the recommendation that we mark the Employment and Skills section of the deal as complete. Any residual or new areas of employment and skills devolution has or will be reflected in an update of New Frontiers.</p>			
	<p>New Frontiers:</p>	<p>Our ask We are seeking Government support and flexibility to provide skills and employment opportunities, which will truly enable our people and economy to thrive:</p> <p>1. The Cornwall and the Isles of Scilly ESB, using the robust approach and evidence base which will be generated by the work of the Skills Advisory Panel (SAP) seek:</p> <ol style="list-style-type: none"> a. Training and capacity building to manage and update the evidence base generated by the SAP b. Use of the SAP evidence base to influence and programme local skills opportunities in priority sectors and generic cross sector skills e.g. determining local T-Levels and apprenticeships outside of the national framework c. A delegated fund that will pump prime opportunities for skills providers to procure training, assets and design courses that deliver priority and cross cutting sector skills that are not delivered through mainstream funding, for example on a consortium basis. <p>Please see Skills Advisory Panel update above</p> <p>2. The Cornwall & Isles of Scilly LEP is supportive of a South West bid to deliver an Institute of Technology. This bid is based on a lead provider in the South West, utilising a number of anchor sites (providers) and delivery partners. To ensure a local focus our ask is to have fuller access to a range of sites and providers across the South West to provide skills opportunities which underpin a number of sectors outlined in the Cornwall & Isles of Scilly LEP's '10 Opportunities' campaign and links with national and local Industrial Strategy developments.</p> <p>Please see Institute of Technology update above</p>		Green	

		<p>3. Following an identification of a gap not eligible for European Social Fund (ESF) support, Cornwall and the Isles of Scilly seeks the opportunity to pilot the early use of UK growth programme funding of £2m for early year's education. The identification at an earlier age, of children who may become NEET in later years, is crucial to developing programmes and interventions which engage children throughout their education and make a successful transition from compulsory education to further education or to the workplace. The funding will be strongly aligned to our successful approach to the Troubled Families' agenda and the positive outcomes already being delivered.</p> <p>Not yet progressed.</p> <p>Our offer Cornwall and the Isles of Scilly hold Intermediate Body status for the European Regional Development Fund (ERDF) and ESF; one of ten in the UK.. This allows for more local discretion over the allocation of funds than most other parts of the UK. Utilising a strategic approach to the allocation of ERDF funds targeting capacity building for businesses together with ESF funds to support individual participants provides a solid foundation for both the growth and skills agenda together with future funding approaches for example SPF and the Work and Health Unit Innovation Fund. To support our programme and commissioning approach we will:</p> <ol style="list-style-type: none"> 1. Investigate opportunities to become a lead provider, working in collaboration with delivery partners, to deliver our strategic programme approach and providing the 20% match funding required. A strategic programme development approach to the delivery of remaining ESF. This would allow added value to the delivery of the Cornwall and Isles of Scilly programme as the only Less Developed Region in England; addressing local priorities, allowing for greater innovation and creativity and with stronger strategic influence over activity. Providing match funding to enable CDC to be the lead provider for the recent work and health call. 2. Be the delivery partner for the Work and Health Unit's Innovation Fund to deliver business engagement tools, a communications and social media campaign and support to business. The project will provide the opportunity to link businesses with people who are furthest from the labour market, develop innovative approaches to business engagement, especially hard to reach SMEs, and to change behaviours and build confidence. Our aim is to test and trial how established and new networks, led by business, could effectively create a market to recruit and retain disabled people and people with long term conditions. Please see Beacon Project update above. 3. Maintain and extend the Cornwall & Isles of Scilly LEP and Cornwall Council funding for the our dedicated People and Prosperity Team which will underpin, manage and monitor the delivery of the devolution and employment and skills agenda. Team in place. 		
--	--	--	--	--

		<p>4. Continue to Match Fund the Enterprise Co-ordinator Network, funded by the Careers and Enterprise Company, delivering robust Careers Advice across our network of schools and employers. Funding agreed to Aug 2020</p> <p>5. Continue to fund our Careers Offer through a Service Level Agreement with Education and Early Years, providing a range of benefits such as post 16 education, employment and training, STEM/STEAM Strategy and the SEND Employability Strategy. Funding agreed to Aug 2020</p> <p>6. Support the SAP by creating and maintaining a skills analyst network, reporting findings and skills proposals for decision to the Employment and Skills Board; ensuring that we are linking skills and training to our sector approach. Please see Skills Advisory Panel update above.</p> <p>7. We will source match funding opportunities for ESF, strongly aligned to the delivery of the Employment and Skills Strategy. Council match fund pot in place.</p> <p>8. We will provide support to the consortium of organisations to deliver a South West Institute of Technology and align our emerging Investment Programme to support the provision of activity in Cornwall where this is appropriate. We will host and deliver the Innovation Fund Project, embedding the project and staff within the People and Prosperity Team. Letters of support and funding provided to support the application process.</p> <p>Following the visit from the Skills Minister the People and Prosperity Team is working with the Council's devolution deal team to frame a further ask within New Frontiers. This ask will focus on how we can enable the Employment and Skills Board through the, Skills Advisory Panel process to better align skills funding and programming post ESF. A further update will be provided as this work develop.</p>			
Employment and Skills Board Sub-Groups	Pathways to Employment and Employer Led Skills Group	Unfortunately both of the ESB sub-groups were postponed in this period due to last minutes apologies. A review meeting of the Chairs of the groups and the People and Prosperity Team has been called to discuss the workplans of the group and how to better ensure attendance at future meetings.		Red	

Funding:

The People and Prosperity Team has secured £956,629 of funding to deliver strategic projects, has committed £138,000 of LEP funding and has influenced the allocation of European Social Funding during the financial year 2018/19.

Project	Awarded to LEP	LEP Budget	Other funding
Beacon	£465,000		
Skills Advisory Panel	£75,000		
Digital Skills Partnership	£75,000		
Careers Hub	£341,629	£100,000	
Skills Action Plans		£38,000	
European Social Fund			£131,908,947
Total	£956,629	£138,000	£131,908,947

Performance:

Economic Outputs:

Outcome	Measure	2016	2017	2020 Target	2030 Target
Increase labour productivity	Nominal (smoothed) GVA per hour worked (% of UK average)	72.9	<i>Released 6th of Feb 2019</i>	TBC	TBC
Increase median earnings	Median gross annual pay, % of England average for total workers	76.6	79.7	80	85

		Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	2020 target	2030 target
Increase full time employment	% in employment working full-time - aged 16-64	69.9	72	72	72.6	73.4	71.3	71.8	70.8	71.1	70.8	69.6	68.7- 38/38 of the LEPs	top 35 LEPs	top 30 LEPs
Increase economic activity	Economic activity rate – aged 16-64 (%)	78.2	78.6	78.8	78.4	81.4	80.1	80.6	80.7	78.8	78.8	77.8	76.7 – 31/38 LEPs	Top 12 LEPs	Top 10 LEPs

Skills/NEETS:

		2014	2015	2016	2017	2020 target	2030 target
increase NVQ2+ skills	% with NVQ2+ - aged 16-64	75.1	74.8	77	79.4 - 8/38 LEPs	top 12 leps	top 8 leps
increase NVQ4+ skills	% with NVQ4+ - aged 16-64	32.5	29.3	32.9	33.9	converge with national average	exceed national average
	England	35.7	36.7	37.9	38.3		
	Difference	-3.2	-7.4	-5	-4.4		

		2017	2018
reduce the no. of young people that are NEET	% of 16 and 17 year olds who are not in education, employment or training or who are not known to the authority	6.9 vs 6.0 for England	5.8 vs 6 for England

Notes:

The DfE changed the definition of NEET at the end of 2016 to include those young people whose activity is not known and shifted the period for which the average is made from November to January to December to February. As such these figures cannot be compared with NEET publications for previous years.

Apprenticeships:

Outcome	Measure	2014/15	2015/16	2016/17	2017/18	2020/21 target	2030/31 target
increase the % of KS4 going on to an apprenticeship	% of pupils going on to an apprenticeship after completing KS4	5	6	5		7	11
increase % of KS5 going on to an apprenticeship	% of students going on to an apprenticeship after KS5	5	8	6		7	11
Increase no. of apprenticeship starts	Apprenticeship starts, all levels, all ages	5400	5460	5360	3990	7400	12000

increase no. of higher level and degree apprenticeships starts	Apprenticeship starts, higher level, all ages	240	230	330	370	330	530
increase no. of people over the age of 25 starting an apprenticeship	Apprenticeship starts, all levels, age 25+	2190	2330	2530	1610	2900	4700

	2014	2015	2016	2020	2030
increase % of employers offering a formal apprenticeship	12 vs 15		17 vs 19	converge with national average	exceed national average

Notes: 'increase % of employers offering a formal apprenticeship' data is published bi-annually and the UKCES closed in 2017 meaning no data is available.



Date of Board Meeting: **10 April 2019**
Report Title: **T Levels**
Author: **Mark Arnold/Cathie Kessell**
Contact: stacey.sleeman@cornwall.gov.uk

Decision Required by the Board Y/N: **N**
For Information Only Y/N: **Y**

Recommendation(s)

1. To note the contents of the report.

1. Introduction

The Education Skills Funding Agency attended the Employment and Skills Board on the 7 February to provide an overview and update around the introduction of T-Levels. Following the presentation the Board agreed that an update report from Truro and Penwith College around the delivery of their T-Level Pilots would be requested. This report provides that update and also highlights some of the initial learning, barriers and issues that the board may wish to consider.

2. Truro and Penwith T Level Pilot - Initial Findings March 2019

Around 130, 45-day work placements have been secured for 2018/19 for students following vocational courses. In parallel, as one of 50 providers nationally delivering the first three T level pathways in Construction (Surveying and Planning), Digital (Production, Design and Development), and Education (childcare), we are working on securing 15 placements per pathway for 2019/20, ahead of the 2020 start.

The College's partnership with the Council's Educational Business Partnership to engage employers through "veyan" is working well.

Other awareness raising events delivered include the LEP, Cornwall Economic Growth and the Chamber of Commerce. The College has prepared promotional material on placements for its extensive employer networks through apprenticeship and employment business engagements teams.

We have also identified a need to better communicate and share our employer contacts within institution so we anticipate some further development work around accessibility and sharing of CRM employer data. This is currently being scoped for 2019/20.

Engagement with employers for the project, given its small scale, has not been an issue however the nature of the extended placements have involved a number of challenges for both the College and the employer.

Challenges to the programme will vary according to circumstances:

- Our students travel significant distance to college with many currently undertaking journeys in excess of 3 hours a day.
- Rural bus services are infrequent and often do not reach villages and with a flat rate payment, without any rurality uplift, this is a significant problem.
- Many of our students rely on a bespoke thirty-nine bus service currently organised and resourced by the College.

To find suitable, accessible and high quality work placements which are commutable by students is therefore a challenge and in a County characterised by rurality (the second poorest area in Northern Europe on GVA), access to many occupational work experience or employment is difficult and the reason why substantial numbers of our students eventually leave the County.

The 45 days minimum requirement of the placement causes significant implementation problems for a County with a high proportion of small and medium enterprises:

- The quality of placement required is demanding on employers, almost to the extent of apprenticeship provision.
- When rolled out across all curriculum areas we suspect from conversations with employers that a saturation point could be reached.
- The 45 days also rules out the day a week placement model for a one-year course, often a favoured model of employers.
- Many of our smaller employers typically secure work three to four months in advance and cannot commit to long term placements.
- For others, the opportunity of a longer placement is valued by the employer affording the opportunity to develop the student as an effective team member

although, in a small minority of cases, this can result in an offer of employment and leaving the College course.

- The ruling out of a college's own commercial town centre operations, such as a hair and beauty salon or restaurant, as an eligible placement is also of concern. These can provide a range of vocationally specific yet rounded employment skills such as business and customer service skills by rotating job roles. Employers are usually very complimentary about the range of work ready skills students have acquired from this type of experience, which can be very difficult to facilitate in a busy small enterprise. They cite it as excellent preparation prior to employment or an apprenticeship and enabling the student to hit the ground running, making a positive contribution to the day to day running.

Currently a large proportion of our students opt for applied general courses, being attracted by a course which provides vocational learning with a less extensive work placement, which retains the option of variety of progression routes especially to higher education. How these, nearly 1000, students will be won over to the new model will depend upon whether the new qualifications are valued by HEIs or are the only option for a non-academic routes. In the latter case, it is essential that higher level apprenticeship grow dramatically and secure national recognition as a valued progression route by both students and employers and the issue of scale and local capacity for work placements would become a significant issue.

In summary work placements in themselves are a good idea. It works particularly well for occupational courses with their clear progression to employment or apprenticeship provision. Students on the pilot have enjoyed and valued their placement. It can start to build aspiration informing career choice, future options and results in a positive work ethic when back in College. Students and employers can all benefit however, flexibility or changes to the current T Level work placement rules to address student demand, the time limitations of a busy small business, the diversity of courses, college and regional differences are essential.

3. Key finding and areas for discussion

- Finding suitable placements for students within reasonable and accessible travel to their home is difficult.
- Extended placement causing issues for both T&P and employers, particularly our SMEs who may find it hard to commit to a year's 1-day week project for a student.
- The College needs to share CRM employer data internally.
- A worry that employers will come to a saturation point in that many organisations are communicating to employers e.g. School/College work experience, careers fairs, ambassadors, Enterprise Advisers, apprenticeships, internships, pre and post grad etc etc.

- The College aren't able to use their own commercial operations to place students e.g. their hair and beauty and restaurants.
- The appetite from students to follow a very vocational route – the whole future positioning by Government of T-Levels and their standing with employers and universities. *Will students (and importantly parents) be wary?*
- Resourcing in terms of matching employers and learners - providers will be paid for this but there is also a cost to employers and there is no mention (as yet) of any payment/incentive for employers.
- Employers and providers many have different views and needs in terms of how and when the placement takes place e.g. fitting in with the curriculum (one day a week model is better for providers, but may not be the case for some employers).
- Students from low family incomes may be disadvantaged – e.g. affording suitable clothing for placements.
- Employers being able to understand the curriculum and then provide a meaningful/quality placement.

4. Financial Implications

None.



Date of Board Meeting:	10 April 2019
Report Title:	Skills Advisory Panel
Author:	Stacey Sleeman
Contact:	stacey.sleeman@cornwall.gov.uk

Decision Required by the Board Y/N:	Y
For Information Only Y/N:	N

Recommendation(s)
<ul style="list-style-type: none">• To recommend that the LEP board adopts the revised Terms of Reference for the Employment and Skills Board.• To note progress on analytical toolkit.

1. Introduction

The Cornwall and Isles of Scilly Local Enterprise Partnership (CIOSLEP) was chosen to work with the Department of Education (DfE) to pilot their Skills Advisory Panel (SAP) programme.

This report sets out work to date, the outcomes of the pilots and next steps.

2. Background

The People and Prosperity Team has engaged with the Skills Advisory Team on a number of occasions to frame and influence the development of the SAP process, outcomes and strategic fit for CIOS LEP. Early feedback from the pilot areas to DfE clearly articulated the need for the SAP process to be more than a data gathering exercise, the pilot LEP areas were strong in their view that the process should lead to regular and formal engagement between DfE and the Employment and Skills Board, leading to local programming of skills and training that best reflects the needs of CIOS.

The team commenced work with DfE in March 2018, with engagement, meetings and consultation culminating in the issue of draft SAP Guidance and an analytical toolkit in October 2018. The team consistently provided feedback to DfE in order to influence the final guidance. In summary feedback provided to the SAP team covered:

- Where existing governance structures were in place, such as employment and skills boards, that these should fulfil the role of the SAP rather than having to create a new board or panel.
- That the SAP should be given the relevant level of responsibility and status to determine the way in which local skills programmes are planned, delivered and funded.
- That local areas did not have access to the right data to best inform the development of skills programmes.
- That local areas did not have the capacity or capability to undertake robust skills analysis, often outsourcing evidence base activities to a third party.

The DfE published the [Skills Advisory Panel Guidance](#) and an [analytical toolkit](#) on the 6th December 2018. The guidance sets out how the Government will support Skills Advisory Panels, and its expectations as to their role, structure and governance; whilst the toolkit has been developed to improve consistency and support local areas to produce robust evidence to inform local decision-making on skills needs and priorities.

As well as publishing the guidance and toolkit, the DfE has worked with local areas to allocate £75k to each region to kickstart work on the evidence base, and increase capability and capacity. A Memorandum of Understanding (MoU) was submitted to the DfE on the 25th January setting out how CIOSLEP would utilise this funding. The MoU has been approved and funding has been received by the LEP.

3. Next Steps

As outlined, through the SAP pilot process, CIOS has not had a dedicated resource to collect, analyse and develop robust skills data to support our activities. Data and analysis has been delivered on a more ad hoc approach, with external consultants appointed to support strategy, project or bid development as and when required. This has resulted in data quickly becoming out of date and limited resource to locally update.

The LEP, through the pilot process, has identified this lack of resource as a gap and has recently appointed an Assistant Growth Officer to lead on the development and completion of the SAP analytical framework. The officer will lead on the completion

and analysis of the SAP Analytical Framework as well as working with the existing Employment and Skills Board and the ITI Board to better develop regular reporting to decision makers and boards.

The current reporting of performance data and analysis to boards is limited, due to the above, the Assistant Growth Officer and utilisation of the £75k SAP funding will enable the CIOS LEP to embed this within their existing governance and reporting processes. To do this the CIOS LEP has committed to:

- Population of a baseline analytical toolkit for use by the ESB and ITI Boards
- Quarterly local performance and data reports for use by the ESB and ITI Boards
- Skills evidence base to support the development of the Local Industrial Strategy
- Staff trained to undertake skills analysis and research at a local level
- Enhancement or procurement of tools to collect, collate and report on skills supply and demand
- Skills analyst network across business and providers to underpin the work of Assistant Growth Officer
- An Employment and Skills Board which reflects the SAP guidelines
- A project Evaluation

Work has commenced on a number of these activities.

3.1 An Employment and Skills Board which reflects the SAP guidelines

The Skills Advisory Panel Guidelines state, that where there is an existing governance structure in place that this structure should act as the SAP for the LEP region. CIOS has a longstanding Employment and Skills Board in place, reporting into the LEP Board and is therefore the recognised board to take on the roles and responsibilities of the SAP. The Terms of Reference (ToR) for the Employment and Skills Board (ESB) have been reviewed to take account of the SAP guidelines. The updated ToR are attached at appendix 1 with changes highlighted in red. A summary of changes are set out below:

Roles and Responsibilities:

- To oversee the development of a clear and robust skills evidence base and use of the analytical toolkit
- Share analysis and best practice with Central Government, Skills Advisory Panels and other Employment Advisory boards.
- Ensure it has and representative businesses of different sizes and different sectors of C&IoS as defined in the SAP guidance and local C&IoS Strategies.
- Periodically invite the Education and Skills Funding Agency, Cities and Local

Growth Unit, JobCentre Plus, relevant community and voluntary sectors and other key local partners to meetings.

- Inform the development and implementation of the 'People' component of the Local Industrial Strategy, working with the LEP to achieve this.
- Identify, analyse and develop clear understanding of the current and future local skills and of the local labour market and local skills provision.
- Develop a clear approach to address local skills and employment challenges and priorities now and over the next decade.
- Ensure that potential learners are informed about career paths and that local careers
- Guidance and information is supported by local current labour market information. This should involve working with National Careers Service area based contractors and the Careers and Enterprise Company's Enterprise Advisor Network to disseminate advice and guidance.
- Raise the profile of apprenticeships with local employers and providers of skills

Board Membership and Meetings:

- There will be between 15 and 20 members.
- The Board membership; will be diverse and accurately represent CloS demographic of both employers and skills providers.
- The Board should have suitable expertise to oversee skills and labour market analysis.
- Two thirds of the Board is from the private sector by 2020.
- The board is expected to be representative of:
 - all types of skill providers
 - all types and sizes of employers (Small, Medium (SME's) and Larger Enterprises) and
 - the voluntary and community sector and other local key stakeholders
- The Board and sub boards will improve gender balance to ensure that one third of the board is made up of women and improve the representation of those with protected characteristics by 2020.

Other changes

During the review of the ToR it was clear that there are other updates required to the ToR to reflect local changes or learning, these proposals are set out below:

- If a Board member fails to attend 4 consecutive meetings, without good reason, their membership on the Board will be revoked.
- A reduction in Board members will result in a call for new Board members. Any changes to the Board membership will be updated in the ESB Terms of Reference.
- An update to the ToR to refer to new sub-groups:
 - Pathways to Employment (P2E)

- Employer Led Skills Group (ELS)
- Digital Skills Partnership (DSP) – new responsibility following successful application to for a Local DSP
- Apprenticeships group – not yet formed

3.2 Baseline data

Work is underway to complete a baseline data gathering exercise, with all measures included in the analytical toolkit being collected (where data is available) from 2013. This baseline activity will result in the following, which will be presented to ESB at the June meeting:

- Trends analysis of the measure from 2013.
- Identification of gaps in data at the granular level required for CIOS, where the data is not available an assessment will be made on its necessity for the region and whether we need to commission or undertake primary research or purchase data to fill this gap.
- Where further research is needed recommendations will be made on the best way to proceed.

3.3 Training

An early training need has been identified to the policy team to undertake intermediate and advanced excel training. This training will be funded through the SAP budget awarded to the LEP.

4. Financial Implications

There are no financial implications associated with this report.

5. Appendices

Appendix 1: Updated Terms of Reference



**CORNWALL &
ISLES OF SCILLY**
LOCAL ENTERPRISE PARTNERSHIP

Cornwall and Isles of Scilly Employment and Skills Board Terms of Reference

The Employment and Skills Board (ESB) was established in 2011 and is a formally constituted sub-group of the Cornwall and Isles of Scilly (CioS) Local Enterprise Partnership (LEP) Board. **The Board is** responsible for driving the Employment and Skills Strategy¹ and to providing strategic leadership that synchronises supply and demand for employment and skills, resulting in transformational change for current and future generations. **The Board will help develop a clear understanding of current and future skills needs, driving change to provide skills needed in the local economies and to employers, while also recognising the position of CioS in regional and national employment and skills requirements. The ESB will take on the roles and responsibilities of the Skills Advisory Panel (SAP)².**

PURPOSE AND EXPECTATIONS

The aim of the Board is to boost economic growth by creating a more appropriate, relevant and highly skilled local workforce, shaping and influencing employment and skills training and support, to meet the skills needs of employers in Cornwall and Isles of Scilly. This will be **achieved** by engaging private and public sector employers, **education providers**, training providers and the voluntary and community sector in the delivery of the ‘refreshed’ Employment and Skills Strategy and associated action plan. The Board will support the delivery of the Employment and Skills aspects of the Cornwall Devolution Deal³. **The Board will also align itself with the roles of Skills Advisory Panels².**

Our vision is “for Cornwall and the Isles of Scilly to have a healthy, skilled and productive workforce with access to rewarding jobs, clear progression

¹<https://www.cioslep.com/vision/employment-and-skills-strategy-2016-2030>

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf

³<https://www.cornwall.gov.uk/media/13409340/20150715-cornwall-devolution-deal-final-reformatted-pdf.pdf>

pathways and opportunities for all” which will be achieved through 4 Strategic Objectives:-

1. Develop our highly skilled workforce for tomorrow
2. Drive employer and individual engagement and investment in skills
3. Enable people to access and progress, in meaningful employment
4. Enable people to learn about career pathways and be equipped for the world of work

The Board will:-

- Drive, champion and review the Employment and Skills Strategy for Cornwall and Isles of Scilly;
 - Offer leadership and steer which will support the delivery of the Cornwall Devolution Deal, to include Adult Education Budget and future commissioning;
 - Provide strategic direction on funding priorities and future proposed skills investments.
 - Optimise the impact of employment and skills investment for local communities, employers and individuals.
 - Use experience and knowledge of Board Members and others associated with the Board to shape strategy and policy on learning and skills development.
 - Commit to annual evidence reviews on employment and skills needs, demand and supply in the county.
 - Provide CloS LEP and other appropriate bodies/groups with recommendations on employment and skills funding priorities and projects across Cornwall and Isles of Scilly.
 - Share analysis and best practice with Central Government, Skills Advisory Panels and other Employment Advisory boards².
 - Ensure it has representative businesses of different sizes and different sectors of CloS as defined in the SAP guidance² and local CloS Strategies.
 - Periodically invite the Education and Skills Funding Agency, Cities and Local Growth Unit, JobCentre Plus, relevant community and voluntary sectors and other key local partners to meetings².
 - Inform the development and implementation of the ‘People’ component of the Local Industrial Strategy, working with the LEP to achieve this².
 - Identify, analyse and develop clear understanding of the current and future local skills and of the local labor market and local skills provision².
 - Develop a clear approach to address local skills and employment challenges
-

- and priorities now and over the next decade².
- Ensure that potential learners are informed about career paths and that local careers guidance and information is supported by local current labor market information². This should involve working with National Careers Service area based contractors and the Careers and Enterprise Company's Enterprise Advisor Network to disseminate advice and guidance².
- Raise the profile of apprenticeships with local employers and providers of skills³².

ROLES AND RESPONSIBILITIES

As well as attending Board meetings, members may be asked to represent the LEP and ESB at meetings/events, forums and committees and report back to the Board accordingly.

The specific role of Employment and Skills Board Members will be to:

- Provide strategic leadership and oversight of the delivery and implementation of the Employment and Skills Strategy;
- Support the efficient and effective working of a demand led training and skills system across Cornwall and Isles of Scilly, by working in partnership to identify and respond to current and future growth of employment and skills needs;
- Monitor and evaluate performance and effectiveness against the strategy **and Terms of Reference**; ensuring that both appropriate implementation plans and monitoring systems are in place;
- Use experience and knowledge to help shape strategy and policy on employment, learning and skills development;
- Influence commissioning across a range of projects through future investment, to ensure the strategic fit and broader economic context;
- Influence the prioritisation, planning and investment in employment and skills supply and shape delivery;
- Champion investment in skills by employers and individuals;
- Represent a range of people, organisations or views, not just their own or that of their own organisation.

¹<https://www.cioslep.com/vision/employment-and-skills-strategy-2016-2030>

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf

The Board does not have a remit to deliver skills initiatives directly but it may from time to time facilitate joint working and partnerships between stakeholders to secure outcomes through co-production. **This will involve: actively working with, and acting as a coordinator of local skills and education providers to encourage them to reflect the Boards analysis.**

BOARD MEMBERSHIP AND MEETINGS

Cornwall and Isles of Scilly Employment and Skills Board is an advisory body with no legal status but with a specific role as a fully constituted sub group of CloS LEP. There will be **between 15 and 20 members**, including the Chair. The Chair will be a private sector Director of CloS LEP Board.

The Board membership; will be diverse and accurately represent CloS demographic of both employers and skills providers; should have suitable expertise to oversee skills and labor market analysis; and should ensure that two thirds of the Board is from the private sector by 2020. The Board is expected to be: representative of all types of skill providers; strongly representative of all types and sizes of employers (Small, Medium (SME's) and Larger Enterprises); and representative of the voluntary and community sector and other local key stakeholders. This will be reflected in the Board Membership as outlined in *Table 1*.

The Board and sub boards; will improve gender balance to ensure that one third of the board is made up of women and improve the representation of those with protected characteristics by 2020.⁴

The proposed Board will comprise:

<u>Board Roles</u>	<u>Up to:</u>
Chair Private sector employer and LEP Board Member. <i>The Chair is appointed per Term of Reference.</i>	1
Vice-Chair To be nominated by the Board, from Members	[1]
Private sector – employers and providers The private sector representatives on the ESB should be	9/10?

⁴https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728058/Strengthened_Local_Enterprise_Partnerships.pdf

Appendix 1

representative of all employment and training provider sectors in Cornwall & Isles of Scilly. Furthermore, they should be representative of both SMEs (including micro businesses, social enterprise/community/voluntary (third sector) organisations) and large employers, and therefore reflective of the natural geography of the private sector employers and training providers.	
Public Sector – employers The public sector representatives on the ESB should be representative of all employment provider sectors in Cornwall & Isles of Scilly. This should include one NHS representative and one Cornwall Executive Group representative.	2
Public Sector – education, training and skills Representatives of Cornwall’s key Higher, Further and Secondary Education Institutions.	4/5?
Employee representative Union or other employee organisation representative.	1
Cornwall Council Strategic Directors - Economic Growth and Development and Children, Families and Adults (or named nominees within the Services).	2
TOTAL	20
Secretariat for the ESB to be provided by CloS LEP Executive Team/Cornwall Council Economic Growth, Skills and Culture Team.	N/A
Observers (non-members) Local Authority Senior Officers, DWP, Education and Skills Funding Agency (EFSA), Cities and Local Growth Unit, JobCentre Plus and other government departments will be invited as observers. ² Specialists may be invited by the Chair to attend specific Board meetings or Agenda items where particular expertise is required. A Secretariat, comprising staff from CloS LEP Executive Team will also be represented at all meetings. Occasional observers may request to attend a meeting through the Chair.	N/A

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf

All applicants to become members of the ESB will be required to complete an 'Expression of Interest' form which will be approved by the Cornwall and Isles of Scilly LEP. This form will be used to identify and appoint board members based on the key criteria within the Terms of Reference.

- The Chair of the ESB will be a Director of, and appointed by the LEP Board.
- Board Members shall be appointed for an initial term of 3 years.
- The Board will meet a minimum of 4 times a year with dates for forward meetings arranged annually in advance.
- If a Board member fails to attend 4 consecutive meetings, without good reason, their membership on the board will be revoked. A reduction in board members will result in a call for new board members. Any changes to the board membership will be updated in the ESB Terms of Reference.
- Members are expected to provide apologies if they cannot attend. There will be no substitutes.
- The Board Chair will be appointed for an initial term of 3 years and will be aligned with the LEP Board Chair term².

<u>Board Roles</u>	<u>Member Name</u>
Chair Private sector employer and LEP Board Member. <i>The Chair is appointed per Term of Reference.</i>	Paul Massey
Vice-Chair To be nominated by the Board, from Members	[1.]
Private sector – employers and providers The private sector representatives on the ESB should be representative of all employment and training provider sectors in Cornwall & Isles of Scilly. Furthermore, they should be representative of both SMEs (including micro businesses, social enterprise/community/voluntary (third sector) organisations) and large employers, and therefore reflective of the natural geography of the private sector employers and training providers.	Mel Colton-Dyer Lindsey Hall Dawn George Tarn Lamb Mark Williams
Public Sector – employers The public sector representatives on the ESB should be representative of all employment provider sectors in Cornwall & Isles of Scilly. This should include one NHS representative and one Cornwall Executive Group	

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf

representative.	
Public Sector – education, & training and skills Representatives of Cornwall’s key Higher, Further and Secondary Education Institutions.	David Walrond Elaine McMahon Jim Grant
Employee representative Union or other employee organisation representative.	Stuart Roden
Cornwall Council Strategic Directors - Economic Growth and Development and Children, Families and Adults (or named nominees within the Services).	Phil Mason (Glenn Caplin) Jane Black
TOTAL	12
Secretariat for the ESB to be provided by CloS LEP Executive Team/Cornwall Council Economic Growth, Skills and Culture Team. A Secretariat, comprising staff from CloS LEP Executive Team will also be represented at all meetings.	Stacey Sleeman Debbie Osborne Clare Harris Cathie Kessell
Observers (non-members) Local Authority Senior Officers, DWP, Education and Skills Funding Agency (EFSA), Cities and Local Growth Unit, JobCentre Plus and other government departments will be invited as observers. Specialists may be invited by the Chair to attend specific Board meetings or Agenda items where particular expertise is required. Occasional observers may request to attend a meeting through the Chair.	N/A

Appointed Board Members and Their Roles:

CORE PRINCIPALS

Board Members will be expected to adopt the following values/approaches:

- Championing to influence and lead by example
- Developing enterprising solutions that are creative
- Partnership working across the private, public and the third sector
- Sharing best practice
- Being inclusive and show consideration to each locality and community

across Cornwall and Isles of Scilly.

Ideally, we want Board Members who:-

- Can see the 'big picture' for Cornwall and Isles of Scilly and can set aside the interests of their own organisations for the overall good of the place and people.
- Have an understanding of the employment and skills context across Cornwall and Isles of Scilly.
- Are empowered to speak on behalf of their sector, representative or stakeholder group and provide to the Board an agreed consensus position reflecting the views of their constituency (rather than just their own organisation).
- Have expert insight (including specialist financial and analytical knowledge) and can challenge.
- Can access a wider network for advice and research.
- Have some experience or expertise in managing skills/talent development or employment of staff/volunteers so know and can manage some of the challenges and requirements involved.
- Have some experience of working cross-sector and with Government departments.
- Are able to use their experience and knowledge to inform the commissioning of investments that cover employability and skills.
- Have committee experience and are skilled at providing succinct guidance, analytical input to the issues / interventions under discussion and skilled at building consensus.
- Have time available to prepare for and attend meetings as well attendance at any relevant task and finish groups.
- Have knowledge and expertise to advise on local strategies and oversee skills and labor market analysis.
- Can advise and assist with the implementation of effective local investment and funding for local skills.

SUB GROUPS

These groups will be accountable to and will report to the Employment and Skills Board and will be chaired by an ESB Member.

Pathways to Employment Group

The purpose of the group is to support the delivery of the Cornwall Education Strategy (into which the Raising Aspiration and Achievement (RAAS) priorities are embedded), Cornwall and Isles of Scilly Employment and Skills Strategy and

Cornwall Careers Offer. The group will develop and oversee the delivery of programmes that respond to the strategic needs and priorities impacting upon pathways to employment for young people aged 11 – 25. **The Group will inform the ESB and where appropriate about career paths and local careers guidance and information. The ESB will also reciprocate this².**

Apprenticeship Steering Group *NOT CURRENTLY A GROUP?*

The purpose of the Group will be to shape and drive forward the ambition to bring significant growth to Apprenticeships as outlined in the ‘Employment and Skills Strategy’¹ and action plan. A key focus will be on how we support SME’s to recruit apprentices and progression routes, with the development of higher / degree level apprenticeships. **The Group in conjunction with the ESB will raise the profile of apprenticeships with local employers and providers of skills².**

Digital Skills Partnership Group

The purpose of this group is to: support the delivery of European Structural and Investment Funds (ESIF) Programmes; increase the number of ‘digital champions’; develop peer to peer network; develop a volunteering framework with partners and businesses; and to support access to existing online partner services. The group will also implement the ‘Digital Inclusion Strategy 2019-2013’; and work with and long side the Growth Hub, Skills Hub and the ESB to create better understanding of digital skills gaps. The group will report to the ESB and the Department for Digital, Culture, Media and Sport (DCMS).

Employer Led Skills Group

The Purpose of this group is to support the delivery of the Employment and Skills Strategy focusing on Strategic Objectives 1 (to develop our highly skilled workforce) and 2 (drive employer and individual engagement and investment in skills)¹. The group will focus on strategic skills and employment needs of the local economy though a triangulated approach between businesses, universities, education and training providers.

TASK AND FINISH GROUPS

From time to time it may be necessary to establish specific skills task and finish groups and other skills and employer representatives may be invited to join these. Any group or panel will need to be sponsored by an Employment and Skills Board Member, who may or may not chair the group, depending on the

¹<https://www.cioslep.com/vision/employment-and-skills-strategy-2016-2030>

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf

Appendix 1

issue under consideration. Each Task and Finish Group will have a 'Terms of Reference' and the ESB Board Member will be expected to update at Board meetings.