



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

Minutes

Meeting Title:	CloS Employment and Skills Board	
Date:	12 June 2019	
Time:	2pm to 4:30pm	
Location:	Boardroom, Level 6 John Keay House, Tregonissey Rd, St Austell PL25 4DJ	
Chaired by:	David Walrond (in absence of Paul Massey)	
	Paul Massey (Chair)	Lindsey Hall
	Phil Mason	Mel Colton-Dyer
	Tim Osborne	Paul Wickes
Membership:	David Walrond	Stuart Roden
	Dawn George	Tarn Lamb
	Jim Grant	Mark Williams
		Elaine McMahon
Observers:	Frances Brennan	Terri Whitten
	Mark Duddridge	Josie Gough
Officer support	Clare Harris	Stacey Sleeman
	Cathie Kessell	Debbie Osborne
	Carrie Holmes (Careers Hub)	
In attendance	Rachel Delourme (CC)	Richard Dorney-Savage (CEC)
	Sebeail Fowell (CC)	Christopher Musset (CC)

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1.	<p>Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> David Walrond welcomed everyone to the meeting and group in turn introduced themselves. Apologies received from Glenn Caplin, Dawn George, Trevor Doughty (Tim Osborne in attendance), Jim Grant, Emily Kent, Josie Gough, Lindsey Hall, Mark Duddridge, Phil Mason, Paul Massey, Stuart Roden, Tarn Lamb and Terri Whitten. 	
2.	Employment and Skills Board 10 April 2019	

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<ul style="list-style-type: none"> • Minutes from 10 April 2019 were agreed as a true and accurate record. <p>Actions</p> <ol style="list-style-type: none"> 1. Stacey Sleeman to make all necessary amendments to the Terms of Reference. Completed. 2. Stacey Sleeman to take report to LEP Board on 29 May to formally adopt to the Terms of Reference for the CloS Employment and Skills Board. Report taken to LEP Board and Terms of Reference ratified, now available on LEP website. Will now look to recruit 2 additional members to align with SAP process. 3. Stacey Sleeman and Mel Colton-Dyer to approach Josh Hoole at the Skills Hub and add item to future ESB agenda. Looking to have a Skills Observatory presentation at the August ESB meeting. <p>Matters Arising</p> <ul style="list-style-type: none"> • In relation to the SW Institute of Technology bid, which the Board are reminded is a partnership across 3 counties and 3 LEPS, a summary document has now been produced, copies of which were made available to Board members. • David Walrond attended a meeting in London on Tuesday 11 June with the first wave of T-Level providers. A consultation review of Level 3 closed on Monday 10 June but this link updates members on additional employer support which Government recently announced for T-Levels. <p>It was agreed to take Agenda Items out of order and have the Careers Hub presentation first.</p>	
<p>6. Hot Topic – Careers Hub</p> <p>In attendance: Carrie Holmes (Careers Hub Lead), Rachel Delourme (11-25 Pathways Lead) and Richard Dorney-Savage (Careers & Enterprise Company (CEC) Area Manager – West).</p> <p>Presentation</p> <ul style="list-style-type: none"> • CEC are funded by DfE to help improve aspects of school 	

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<p>and college strategies around the delivery and implementation of careers advice and guidance.</p> <ul style="list-style-type: none"> • Company is now 4 years old and assists with generating a better employer engagement experience. • Main aim is to promote the 8 Gatsby Benchmarks (BM) which have been adopted by DfE. • Careers Hub CloS is proving successful and at full coverage, 1 of only 7 that are at full coverage in the country. • CloS is the highest achiever of BM5 and BM6. Slightly behind in other benchmarks compared to rest of country but as an ongoing project they are improving. BM7 is the weakest nationally. Priority for CloS is to work on BM3 and BM7. • Evaluation is key and using national evidence to assist with that. • Building on foundations of work already being achieved in area. • Using national models to look at where gaps are in higher level strategy. Scope now to move that strategy forward to help improve benchmark scores. • Using “virtual” encounters and more digital innovation. • Utilising Careers Leaders in Schools and Colleges more. These are the senior representatives undertaking strategy activity with 25 training bursaries awarded to CloS. • Over the last 5 years organisations within CloS have been awarded CEC investment. • Working with young people on a Future Skills Survey, looking at awareness, understanding and motivation. • CEC programme running to 2020. Discussions at the Comprehensive Spending Review in Autumn 2019 will determine future but feedback from DfE is positive. Careers Hubs across the country have been identified as a success and are likely to continue. • Careers Hub will maintain links with the Local Industrial Strategy (LIS) and Advisory Panels. • CEC are building direct relationships with educational establishments to complement the existing links with LEPs. • CEC ask of ESB: 	

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<ul style="list-style-type: none"> ○ Promote the Partnership productively ○ Build on the Cornerstone Network ○ Build a portfolio of Cornerstone Ambassadors ○ Integration of Careers Hub into wider skills agenda <p>Discussion Points</p> <ul style="list-style-type: none"> ● Cornerstone Employers. Details provided within the briefing note as part of Agenda pack. Currently having conversations with construction and hospitality sectors. ● Maintaining links with LIS, looking at good practice. Potential for match funding from CEC. ● Ensuring Inclusive Growth throughout. One of first areas to appoint a SEND Enterprise Coordinator but to note it's not the role of the Careers Hub to work with NEETs. However from September 2019 onwards the Hub will have access to a system that can evaluate activity and provision. ● Meeting of Cornwall Association of Secondary Headteachers (CASH) next week will have a presentation on Career Hubs and how approaches can be linked up across both colleges to improve benchmarks and highlight the important of Careers Leaders. ● The importance of working and engaging with parents to provide better support to young people. ● Careers Passport. DfE backed out of this proposal due to funding issues, but have given institutions more flexibility to provide information. ● Wider providers on 16-19 provision. DfE have only given CEC remit to work with schools and colleges not private providers. ● Strong appetite and commitment to take Virtual Wallets forward. 12 organisations were shortlisted as delivery partners for the virtual wallet including: Adviza, Cornwall Marine Network, CSW Group, Cornwall Education Business Partnership, Future First, GES, Get in Cornwall (NHS), RIO, Software Cornwall, Stride Learning, Volunteer it Yourself, Young Enterprise. ● Careers Hub Steering Group will now have further conversations on what Careers Hub looks like post 2020 and look to rewrite strategy. Those discussions can then 	

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	<p>be fed into the ESF talent pipeline.</p> <ul style="list-style-type: none"> • Action 1: LEP Executive to share CEC Presentation to those members not in attendance when minutes are circulated. 	DO
3.	<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. Report to be taken as read. <p>Key Points</p> <ul style="list-style-type: none"> • Board was advised that due to ill health Dawn James (Senior Skills Officer) has resigned so now looking to recruit to post. An update on Skills Action Plans will be given at the next ESB. • How we maintain member engagement across Board and its Sub Groups, this has become apparent in relation to low attendance at recent Board and sub group meetings. • No update on ESF calls. Issues will be escalated to Managing Authority via a formal letter from Mark Duddridge as LEP Chair next week. Relationship with local MA is good with regular teleconferences still taking place. Will update at next meeting. • Beacon Project being worked into LIS activity. Stacey Sleeman attends the LIS Task and Finish Group meetings. Exeter University are doing the project evaluation. 	
4.	<p>Skills Advisory Panel Project Update</p> <ul style="list-style-type: none"> • Report to be taken as read. • To align with SAP requirements there may be a need to further amend the Terms of Reference to enable SME representation on Board membership. • Dataset Summaries being developed. • Baseline evidence packs to be produced by next month. Toolkit has been produced by DfE so are constrained but if a particular dataset is classed as a priority then resource can be made available. 	
5.	<p>Skills Investment Report</p> <ul style="list-style-type: none"> • Briefing note to be taken as read. • ESB members to note that the wrong appendix was provided with the papers. The correct document to be circulated with the minutes. Action 2: LEP Executive to 	DO

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	<i>circulate AOC Skills Investment Report when minutes are circulated.</i>	
6.	<p>Any other business</p> <ul style="list-style-type: none"> • Cornwall Council is running a supplier summit on Monday 17 June at Heartlands. Representatives from the People and Prosperity Team will be in attendance to support a session on workforce development. • ESB to note that Amy Carlton (Head of National Careers Service) is attending the August ESB to speak about their National Careers Service contract and wider work within Adviza. We want to have maximum attendance to ensure a worthwhile visit or alternatively if we receive multiple apologies we may take the decision to move the meeting to another date. ESB members will be contacted by LEP Executive to ascertain attendance. Action 3: LEP Executive to contact ESB members and collate attendance for the August meeting. 	DO
	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • 14 August 2019 2pm to 4:30pm (Callywith College) • 9 October 2019 2pm to 4:30pm (Cornwall College) • 11 December 2019 2pm to 4:30pm (Cornwall Marine Network) • 12 February 2020 2pm to 4:30pm (Grenville NCH) 	
	<p>Actions from today's meeting 12 June 2019</p> <ol style="list-style-type: none"> 1. LEP Executive to share CEC Presentation to those members not in attendance when minutes are circulated. 2. LEP Executive to circulate AOC Skills Investment Report when minutes are circulated. 3. LEP Executive to contact ESB members and collate attendance for the August meeting. 	DO DO DO

Meeting finished at 4pm