



Minutes

Meeting Title: CloS Employment and Skills Board

Date: 10 April 2019

Time: 2pm to 4:30pm

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

Chaired by: Paul Wickes (in absence of Paul Massey)

Membership:

Paul Massey (Chair)	Lindsey Hall
Phil Mason	Mel Colton-Dyer
Tim Osborne	Paul Wickes
David Walrond	Stuart Roden
Dawn George	Tarn Lamb
Jim Grant	Mark Williams
Elaine McMahan	
Frances Brennan	Terri Whitten
Mark Duddridge	Josie Gough
Clare Harris	Stacey Sleeman
Cathie Kessell	Debbie Osborne

Observers:

Officer support

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1.	<p>Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Paul Wickes welcomed everyone to the meeting. Apologies received from David Walrond, Dawn George, Trevor Doughty, Mark Duddridge, Phil Mason, Paul Massey and Terri Whitten. Group was advised that with Jane Black’s retirement at the end of March, Tim Osborne has now been appointed as interim Service Director for Education and Early Years until the appointment of Helen Keenan in September. <p>Introductions</p>	

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<ul style="list-style-type: none"> Chair welcomed Ben Bolton (Digital Skills Co-ordinator), Dawn James (Senior Skills Officer) and Tim Osborne (interim Service Director for Education and Early Years) to the meeting and group in turn introduced themselves. <p>SW Institute of Technology (SWIoT)</p> <p>It was announced today that the SW has been successful in its Stage 2 application bid to establish an IoT.</p> <p>The new Institute of Technology will establish a range of new buildings and facilities across the region. The Department for Education (DfE) has confirmed the twelve successful applicants will receive a share of £170 million, awarded to establish a network of Institutes of Technology across the country.</p> <p>Of 35 original applications, an Institute of Technology for the South West region was one of 16 to be invited to the final stage of the competitive process last year. Twelve of the final stage applicants have been successful.</p> <p>The Institute of Technology in the South West will have centres located across Devon, Cornwall and Somerset, with state-of-the-art facilities proposed for Exeter, Truro, Plymouth, Barnstaple and Taunton.</p> <p>More information can be found on the press release on the LEP website.</p>	
<p>2. Employment and Skills Board 6 December 2018</p> <ul style="list-style-type: none"> Minutes from 7 February 2019 were agreed as a true and accurate record. <p>Actions</p> <ul style="list-style-type: none"> All actions have been completed or on today's agenda. 	
<p>3. 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. <p>Key Points</p>	

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<ul style="list-style-type: none"> • Skills Hub update has now been added. Next phase is currently being assessed by MA. • Digital Skills Co-ordinator now appointed. Digital Skills Launch planned for 9 May 2019 but unfortunately the Minister Margot James is unable to attend. • Skills Action Plans now focus for Senior Skills Officer. Will start working on Space, Creative and Energy and link in with the Local Industrial Strategy (LIS) work and help shape business clusters. • Apprenticeship Launch at end of April/beginning of May. DCA PR won the tender for the new social media campaign #AddaSpark. Will also link with the new Build Cornwall website. • ESF Programme is now over the 14 week deadline, currently in correspondence with the MA. No issues over the reserve pot as CloS is the only less developed region and the Higher Skills Fund allocation will also come back into the pot. Provider workshops being arranged to look at data around HE and PHDs, first workshop planned for 29 April. Our Operational Plan is in line with their policy and as a less developed region is still confident that CloS will get its full allocation. There will also be an opportunity to move the money around within the priorities and look at the allocation differently to align with LIS Grand Challenges, being more innovative. • Devolution Deal update now added to report. Adult Education Budget: The devolution deal requested that the AEB is devolved to CloS. 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. • Majority of asks within New Frontiers being developed. Now time for a refresh with the Devolution and People & Prosperity Teams. • ESB Sub Groups: as both the last Employer Led Skills Group and Pathways to Employment Groups were cancelled it was agreed for the Chairs to meet to have some collective thinking about the purpose of both 	

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	<p>groups. At a pre meet before today's ESB, discussion took place around the Group Chairs having an annual meeting to set workplan and hot topic sessions for the coming year; having smaller core groups; having alternate meetings set for the whole year to align with ESB meetings; widening sector engagement especially in relation to hot topic sessions, with guest speakers; improved communications between sub groups, ESB and LEP Board with a dedicated LEP Board update on each ESB agenda which is then fed down to sub groups.</p>	
<p>4.</p>	<p>T-Levels</p> <ul style="list-style-type: none"> • 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 which also highlights some of the initial learning, barriers and issues that the board may wish to consider. • Initial Findings from Truro and Penwith College have indicated that 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), they are working on securing 15 placements per pathway for 2019/20, ahead of the 2020 start. • Challenges to the programme: <ul style="list-style-type: none"> ○ Students having to 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 students rely on a bespoke thirty-nine bus service currently organised and resourced by the College. <p>Discussion</p>	

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<ul style="list-style-type: none"> • Will there be enough Higher Apprenticeship work placements for those undertaking T-Levels? • T-Levels aren't inclusive especially to those from disadvantaged communities. • Need to look at what CloS already do well and provide support where required. • Within Ambitions a funding strand has now been identified which will help strengthen placement schemes. • Employer awareness and communications. Use existing funding to provide a better campaign, particularly with parents • Obtaining best practice from other areas to help improve ours. • Look at future funding opportunities now! 	
<p>5. ESB Terms of Reference (SAP Progress)</p> <ul style="list-style-type: none"> • The Cornwall and Isles of Scilly Local Enterprise Partnership (CloS LEP) was chosen to work with the Department of Education (DfE) to pilot their Skills Advisory Panel (SAP) programme. • The People and Prosperity Team 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 CloS 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 CloS. • This has required some changes to the ESB Terms of Reference including looking at the membership to be diverse and accurately represent CloS demographic of both employers and skills providers; ensuring suitable expertise; be private sector led by 2020; be more representative of SMEs and Larger Employers, skills providers, voluntary, community sector and stakeholders; and improvements to gender balance. Other operational changes include revoking of membership if not attended for 4 consecutive meetings; a call for new members; and 	

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	<p>update in relation to any new sub groups formed – the sub groups terms of reference will also be amended following today’s discussion with the group chairs.</p> <ul style="list-style-type: none"> • A presentation on the baseline data gathering exercise will be presented at the June ESB meeting. <p>Discussion</p> <ul style="list-style-type: none"> • Officer attendance at future meetings will be reviewed along with observers and special guests. • Need a specific reference to Inclusive Growth and Co-Design within roles and responsibilities. This will allow a targeted opportunity to recruit from different groups and sectors. • Need to link with Youth Engagement Strategy work. Opportunity to have a representative on the Board. • Agreed that there is no requirement for an Apprentice Steering Group and that it be removed from the Terms of Reference. • Action 1: Stacey Sleeman to make all necessary amendments to the Terms of Reference. <p>Recommendation</p> <ul style="list-style-type: none"> • To recommend that the LEP Board adopts the revised Terms of Reference for the Employment and Skills Board. ESB agreed this and a report will be taken to the next LEP Board on 29 May to formally adopt. Action 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. 	<p>SS</p> <p>SS</p>
6.	<p>Any other business</p> <ul style="list-style-type: none"> • Frances Brennan: Request to ESB members to give any thoughts on Inclusive Growth and engaging with communities and employers that can be fed back to the Local Industrial Strategy Task and Finish Group. • Clare Harris: Digital Skills Partnership Launch 9 May. All ESB members have received a “Save the Date”, formal invitation will follow soon. • Mel Colton Dyer: Could ESB have a presentation from the Skills Access Hub at a future meeting in relation to the 2 	

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<p>Innovation Funds? Action 3: Stacey Sleeman and Mel Colton-Dyer to approach Josh Hoole at the Skills Hub and add item to future ESB agenda.</p> <ul style="list-style-type: none"> • Mark Williams: now a representative on the Farming Health Hub which has links with other Mental Health Hubs, has £1.2m funding available. Is also a representative on the BEIS Homeworks Steering Group. Will keep group updated on progress of both groups. 	<p>SS/MCD</p>
<p>Date of next meetings:</p> <ul style="list-style-type: none"> • 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) • 12 February 2020 2pm to 4:30pm (Venue tbc) 	
<p>Actions from today's meeting 10 April 2019</p> <ol style="list-style-type: none"> 1. Stacey Sleeman to make all necessary amendments to the Terms of Reference. 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. 3. Stacey Sleeman and Mel Colton-Dyer to approach Josh Hoole at the Skills Hub and add item to future ESB agenda. 	<p>SS</p> <p>SS</p> <p>SS/MCD</p>

Meeting finished at 4pm