



Minutes

Meeting Title: Employment and Skills Board

Date: 29 August 2018

Time: 2pm to 4:30pm

Location: Room 2C03, Pydar House, Pydar Street, Truro, TR1 1XU

Chaired by: Paul Massey

Membership:

John Betty	Paul Massey
Jane Black	Paul Wickes
David Walrond	Raoul Humphreys
Dawn George	Stacey Sleeman
Trevor Doughty	Stuart Roden
Clare Harris	Tarn Lamb
Jim Grant	Glenn Caplin
Lindsey Hall	Mel Colton-Dyer
Mark Williams	Emily Kent

Observer: Terri Whitten

Officer support Debbie Osborne, LEP Executive Team (DO)

Minutes	Action
<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Paul Massey welcomed everyone to the meeting. Apologies received from John Betty, Jane Black, Glenn Caplin (Emily Kent attending), Dawn George, Trevor Doughty, Lindsey Hall, Raoul Humphreys, Terri Whitten and Mark Williams. 	
<p>2. Employment and Skills Board 27 June 2018</p> <ul style="list-style-type: none"> Minutes from 27 June 2018 were agreed as a true and accurate record. All actions covered or on today's Agenda. 	
<p>3. Employment and Skills Board Champions</p> <ul style="list-style-type: none"> As previously discussed, agreed to look at having "specialists" to test specific issues in sectors. Tarn Lamb already agreed to be the Social Mobility specialist. There needs to be a commitment from those members allocated a specialism and 	



Minutes		Action																				
	report back to each ESB. Action 1: LEP to scope out and allocate specialisms against ESB members and obtain ESB approval.	SS/DO																				
4.	<p>ESB Sub Groups</p> <ul style="list-style-type: none"> • Terms of Reference <ul style="list-style-type: none"> ○ Have now been updated and meetings of Pathways to Employment and Employer Led Skills Group have been organised. • Nominations Sub Group <ul style="list-style-type: none"> ○ Pathways to Employment Group already has an existing ESB member as Chair (Lindsey Hall). ○ Employer Led Skills Group needs a nomination put forward to represent ESB at these meetings. Mel Colton Dyer nominated and agreed. • Hot Topics/Workplan for Sub Groups <ul style="list-style-type: none"> ○ Have taken lead from ESB members in relation to what topics will be given to each sub Group: <table border="1" data-bbox="258 1290 1201 2056"> <thead> <tr> <th data-bbox="258 1290 450 1420">Employer Led Skills Group</th> <th data-bbox="450 1290 715 1420">Topic Ranking</th> <th data-bbox="715 1290 943 1420">Pathways to Employment</th> <th data-bbox="943 1290 1201 1420">Topic Ranking</th> </tr> </thead> <tbody> <tr> <td data-bbox="258 1420 450 1588">1</td> <td data-bbox="450 1420 715 1588">Employer Led engagement and communications</td> <td data-bbox="715 1420 943 1588">1</td> <td data-bbox="943 1420 1201 1588">Careers advice and guidance</td> </tr> <tr> <td data-bbox="258 1588 450 1756">2</td> <td data-bbox="450 1588 715 1756">Skills demand, strategic fit and investment</td> <td data-bbox="715 1588 943 1756">2</td> <td data-bbox="943 1588 1201 1756">Support for those furthest away from the labour market</td> </tr> <tr> <td data-bbox="258 1756 450 1926">3</td> <td data-bbox="450 1756 715 1926">Progression and upskilling</td> <td data-bbox="715 1756 943 1926">3</td> <td data-bbox="943 1756 1201 1926">Enterprise and work readiness for young people</td> </tr> <tr> <td data-bbox="258 1926 450 2056">4</td> <td data-bbox="450 1926 715 2056">Access to services</td> <td data-bbox="715 1926 943 2056">4</td> <td data-bbox="943 1926 1201 2056">Apprenticeships and vocational routes</td> </tr> </tbody> </table>	Employer Led Skills Group	Topic Ranking	Pathways to Employment	Topic Ranking	1	Employer Led engagement and communications	1	Careers advice and guidance	2	Skills demand, strategic fit and investment	2	Support for those furthest away from the labour market	3	Progression and upskilling	3	Enterprise and work readiness for young people	4	Access to services	4	Apprenticeships and vocational routes	
Employer Led Skills Group	Topic Ranking	Pathways to Employment	Topic Ranking																			
1	Employer Led engagement and communications	1	Careers advice and guidance																			
2	Skills demand, strategic fit and investment	2	Support for those furthest away from the labour market																			
3	Progression and upskilling	3	Enterprise and work readiness for young people																			
4	Access to services	4	Apprenticeships and vocational routes																			



Minutes		Action
	<ul style="list-style-type: none"> ○ If ESB are happy with this then a communication will be sent to the Chair of each Group and then reports from each Sub Group will then be brought back to the subsequent ESB. These workplans will allow each groups to more focused and productive. ○ Agreed that specialists can be invited on the sub groups in a non voting capacity if felt necessary. <ul style="list-style-type: none"> ● Action 2: Cathie Kessell/Clare Harris to do some scoping work to allow more focused discussions at each group meeting. ● Action 3: Stuart Roden/Clare Harris to liaise offline regarding a health and social care representative on the Employer Led Skills Group. 	<p>CK/CH</p> <p>SR/CH</p>
5.	<p>ESF Programme</p> <ul style="list-style-type: none"> ● Copy in notes from Stacey/mark email ● Community grant scheme now live. ● Recommendation to ITI regarding Direct Calls approved; are now live and open. ● Growth and Skills Hub briefing on 7 September at Pool Innovation Centre. ESB members encouraged to attend and can register via the website. ● Emily Kent and Stacey Sleeman meeting with Sarah Newton and James Brokenshire’s Special Advisor Lee Scott on 5 September to discuss ESF delivery. ● Due to the change in foreign exchange rates there will be more money made available, potentially £54m for ERDF and £15m for ESF. Action 4: An update on the foreign exchange rates to be given to ESB via email update and at the next meeting in October. ● With regards to Smart Specialisation bid, Mark Williams liaising with Managing Authority on the “disadvantaged definition” and will also be discussed at the meeting with Sarah Newton and Lee Scott on 5 September. ESB were advised that they would be involved in any necessary consultation. 	<p>SS/MW</p>
6.	<p>Chamber of Commerce Skills Survey (Presented by Mel Colton Dyer)</p> <ul style="list-style-type: none"> ● Skills Survey was designed by the Chamber of Commerce Membership Skills Sub Group with a wide range of sectors and mainly SME’s responding to survey with some unique results. 	



Minutes	Action
<ul style="list-style-type: none"> • Will work with Growth and Skills Hub to cross reference data from survey to produce a publication on the results and any particular areas that the ESB want to drill down on can be achieved by the Chamber. • The local picture reveals: Lack of funding; Review of skills levels; Post 18 review; have no control over where extra funding allocated. • Survey data will be useful to use as evidence base for the workplan for the Employer Led Skills Group but was apparent from the survey results that “Access to Services” should be a cross cutting theme across both sub groups. • Action 5: Chamber of Commerce Skills Survey to be shared with ESB Members along with minutes. 	<p>DO</p>
<p>7. Hot Topics</p> <ul style="list-style-type: none"> • Shared Prosperity Fund Working Group <ul style="list-style-type: none"> ○ ESB received a detailed update on Shared Prosperity Fund and a working group has now been set up to take forward the work. • Outcomes and Measures Working Group <ul style="list-style-type: none"> ○ Working Group set up to test what is in the Strategy and whether now needs updating to align with Vision 2030. • Board Hot Topic: Social Mobility (Presented by Tarn Lamb) <ul style="list-style-type: none"> ○ What is Social Mobility? ...the shifting of one social status to another from one generation to another! ○ Social Mobility is getting worse in today’s society ○ In 2017 over £1m meals were given out via foodbanks, 44k tons of food waste was disposed of and the most common prescription given out by GPs was for food supplements. ○ 6 in 10 people in Cornwall earn less than the Real Living Wage of £8.75 per hour. ○ Cornwall is 143 out of 326 local authorities in England classed as most deprived with Treneere in Penzance been identified as the most deprived neighbourhood ranked as 414 in England. ○ The survey work done by the Co-Design Group showed that people want; a warm dry home, a job that pays bills and a good social network. 	

Minutes		Action																													
	<ul style="list-style-type: none"> ○ People want respect, consistency and integrity. ○ What are the 18 indicators? <p style="text-align: center;">Figure 1. Building blocks of the IG Monitor</p> <table border="1" data-bbox="376 488 1171 1081"> <thead> <tr> <th>Theme ³</th> <th>Dimension</th> <th>Broad indicator</th> </tr> </thead> <tbody> <tr> <td rowspan="9">Economic Inclusion (Score 0 Min – 9 Max)</td> <td rowspan="3">Income (Score 0 Min to 3 Max)</td> <td>Out of work benefits</td> </tr> <tr> <td>In-work tax credits</td> </tr> <tr> <td>Low earnings</td> </tr> <tr> <td rowspan="3">Living Costs (Score 0 Min to 3 Max)</td> <td>Housing affordability (ownership)</td> </tr> <tr> <td>Housing costs (rental)</td> </tr> <tr> <td>Fuel poverty</td> </tr> <tr> <td rowspan="3">Labour Market Inclusion (Score 0 Min to 3 Max)</td> <td>Unemployment</td> </tr> <tr> <td>Economic inactivity</td> </tr> <tr> <td>Workless households</td> </tr> <tr> <td rowspan="9">Prosperity (Score 0 Min – 9 Max)</td> <td rowspan="3">Output Growth (Score 0 Min to 3 Max)</td> <td>Output (GVA/ capita)</td> </tr> <tr> <td>Private sector businesses</td> </tr> <tr> <td>Wages/earnings</td> </tr> <tr> <td rowspan="3">Employment (Score 0 Min to 3 Max)</td> <td>Workplace jobs</td> </tr> <tr> <td>People in employment</td> </tr> <tr> <td>Employment in High-tech Sectors (Knowledge Intensive Services & Hi-tech Manufacturing)*</td> </tr> <tr> <td rowspan="3">Human Capital (Score 0 Min to 3 Max)</td> <td>Higher level occupations</td> </tr> <tr> <td>Intermediate & higher level skills</td> </tr> <tr> <td>Educational attainment</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ○ What does a good inclusive economy look like? <div data-bbox="475 1108 1066 1713" style="text-align: center;"> </div> <ul style="list-style-type: none"> ○ Having a new approach – Asset Based Community Development and shared values. <ul style="list-style-type: none"> ● Key messages from Board members <ul style="list-style-type: none"> ○ Let us be the advocate and join everything up. ○ Let's do research work with "real" people, link up with local groups and have consistency on programmes. ○ Define what the purpose is and principles are. 	Theme ³	Dimension	Broad indicator	Economic Inclusion (Score 0 Min – 9 Max)	Income (Score 0 Min to 3 Max)	Out of work benefits	In-work tax credits	Low earnings	Living Costs (Score 0 Min to 3 Max)	Housing affordability (ownership)	Housing costs (rental)	Fuel poverty	Labour Market Inclusion (Score 0 Min to 3 Max)	Unemployment	Economic inactivity	Workless households	Prosperity (Score 0 Min – 9 Max)	Output Growth (Score 0 Min to 3 Max)	Output (GVA/ capita)	Private sector businesses	Wages/earnings	Employment (Score 0 Min to 3 Max)	Workplace jobs	People in employment	Employment in High-tech Sectors (Knowledge Intensive Services & Hi-tech Manufacturing)*	Human Capital (Score 0 Min to 3 Max)	Higher level occupations	Intermediate & higher level skills	Educational attainment	
Theme ³	Dimension	Broad indicator																													
Economic Inclusion (Score 0 Min – 9 Max)	Income (Score 0 Min to 3 Max)	Out of work benefits																													
		In-work tax credits																													
		Low earnings																													
	Living Costs (Score 0 Min to 3 Max)	Housing affordability (ownership)																													
		Housing costs (rental)																													
		Fuel poverty																													
	Labour Market Inclusion (Score 0 Min to 3 Max)	Unemployment																													
		Economic inactivity																													
		Workless households																													
Prosperity (Score 0 Min – 9 Max)	Output Growth (Score 0 Min to 3 Max)	Output (GVA/ capita)																													
		Private sector businesses																													
		Wages/earnings																													
	Employment (Score 0 Min to 3 Max)	Workplace jobs																													
		People in employment																													
		Employment in High-tech Sectors (Knowledge Intensive Services & Hi-tech Manufacturing)*																													
	Human Capital (Score 0 Min to 3 Max)	Higher level occupations																													
		Intermediate & higher level skills																													
		Educational attainment																													



Minutes	Action
<ul style="list-style-type: none"> ○ Better communications ○ Better transport solutions ○ Link Employers with local groups (eg Cornwall Marine Network, Software Cornwall) ○ Enhance the Social Mobility Agenda on the Pathways to Employment Group, recruit some unemployed people onto the group. ○ Utilise existing events to promote the Agenda (Chamber Breakfasts, Brexit Conference. ○ Could link well with social marketing aspect of the Beacon project. ○ Can also link with CloS Leadership Boards Inclusive Growth report. <p>● Action 6: Social Mobility presentation to be shared with ESB Members along with minutes and SS to pull together a briefing for members based on today's discussions.</p>	<p>DO/SS</p>
<p>8.</p>	<p>Regular Updates</p> <p>Beacon Project (Innovation Fund)</p> <ul style="list-style-type: none"> ● Offer letter signed on 11 July 2018 but currently a month behind initial plan. ● Ongoing work on the implementation plan. ● University of Exeter awarded a grant offer letter to write the impact report. ● GrowthFest on 20 September 2018 will include the launch of the Beacon Project by Sarah Newton. Anyone wishing to attend please register via Eventbrite. ● New Employer website for mental health launched "MIND". Action 7: MIND website link to be shared with ESB when ready. ● University of Plymouth been awarded contract for the social marketing. Had a good inception meeting and weekly contact meetings take place. ● The tender for the digital solutions was delayed but will be made live on 30 August with a submission deadline of 17 September. ● Grant Offer letter with Growth Hub drafted, will have a holding page on their website.



Minutes	Action
<p>Skills Advisory Panel</p> <ul style="list-style-type: none"> • Had no interaction with DfE since last meeting but is checking on methodology and messaging. • Lack of dedicated local analysts. Have asked DfE to support the work so could be potential funding available to help with this. • Action 8: Next steps for SAPs to be followed up and any proposals to be fed back to ESB. <p>Institute of Technology</p> <ul style="list-style-type: none"> • Bid submission in November with late spring 2019 predicted for a decision. 1 of 16 bids to get through initial stages. Strong partnership in bid with 6 partners on board. • Good employer buy in and liaison. 	<p style="text-align: center;">SS</p>
<p>Dates of next meeting:</p> <ul style="list-style-type: none"> • 3 October 1pm to 3:30pm, Cornwall Marine Network Offices, Maritime Business Centre, Units 7 A & B, Falmouth Business Park, Bickland Water Road Falmouth, TR11 4SZ • 6 December 1pm to 3:30pm 2C03 Pydar House <p>A room has been booked at Pydar House in Truro for all meetings but if anyone can host please let Debbie in the LEP Executive Team know.</p>	
<p>Actions</p> <ol style="list-style-type: none"> 1. LEP to scope out and allocate specialisms against ESB members and obtain ESB approval. 2. Cathie Kessell/Clare Harris to do some scoping work to allow more focused discussions at each group meeting. 3. Stuart Roden/Clare Harris to liaise offline regarding a health and social care representative on the Employer Led Skills Group. 4. An update on the foreign exchange rates to be given to ESB via email update and at the next meeting in October. 5. Chamber of Commerce Skills Survey to be shared with ESB Members along with minutes. 6. Social Mobility presentation to be shared with ESB Members along with minutes and SS to pull together a member briefing based on today's discussions 7. MIND website link to be shared with ESB when ready. 	<p style="text-align: center;">SS/DO</p> <p style="text-align: center;">CK/CH</p> <p style="text-align: center;">SR/CH</p> <p style="text-align: center;">SS/MW</p> <p style="text-align: center;">DO</p> <p style="text-align: center;">DO/SS</p> <p style="text-align: center;">CH</p>



Minutes	Action
8. Next steps for SAPs to be followed up and any proposals to be fed back to ESB.	SS

Meeting finished at 4:20pm

DRAFT