

HotSW LEP People Group Meeting Minutes

Monday 29th February 2016 - 1000-1200
Cullompton Community Centre, EX15 1JX

Attendees

Stephen Criddle (Chair)
Chris Garcia
Rosie Bates
Andy Dean
Edward Coley
Nora Corkery
Oenone thomas
Rozz Algar
Dale Edwards
Jamshid Ahmadi
Richard Daulton
Rod Davis
Sally Kittle
Nicola Bailey

Apologies

Keri Denton
Catherine Stevens
Deborah Passmore
Karl Tucker
Nicola Bailey

Agenda Item Guests

Debra Scarrett
Cheryl Westbury
Yvonne Paddon

Organisation

HotSW LEP
HotSW LEP
HotSW LEP / DCC
HE Sector Representative
Plymouth City Council
CVS Representative
Exeter and Heart of Devon ESB
Northern Devon ESB
Somerset Chamber
Somerset ESB
Skills Funding Agency
Dorset and Somerset Training Provider Network
Department for Work and Pensions
FSB

HotSW LEP

Big Lottery Fund
Torbay Economic Development Agency Ltd
Yeo Valley / Business Representative
FSB

Email

Debra.Scarratt@cswwgroup.co.uk
Cheryl.Westbury@shaw-trust.org.uk
Yvonne.paddon@ebp-sw.org

Ref.	Agenda items:
1.	Welcome, Apologies & Declarations of Interest Conflicts SC - ESIF and growth deal Rod - same and HPTA Nora - ESIF and growth deal Oenone and ND+ - same
2.	Minutes of People Group meeting 8 th January 2016 Minutes from previous meeting approved by the group.

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3.	<p>Matters arising SC provided a brief update on Area Reviews.</p> <ul style="list-style-type: none"> • Continue to lobby on area review geographies. • BIS wants Cornwall engaging outside of the County • Would prefer to do on our LEP geography <p>RD provided briefing on his HPTA paper provided with the papers.</p> <ul style="list-style-type: none"> • Remit through HSDF, to develop an agency to support training needs • A lot of work taking place on the business model • Working well with EDF colleagues • Aim for a partner development event in March <p>AGREED: to endorse CG to push for continuing support for HPTA pending commencement ACTION: GD1 capital projects approved under Hinkley £6.5m grant to be linked into HPTA group meeting (KD/RB)</p>
4.	<p>'Devolution' development and opportunities Prospectus in public domain, shared with government. https://new.devon.gov.uk/democracy/files/2016/01/Heart-of-the-South-West-Devolution-Prospectus.pdf Governance - to support the transfer of activity from Whitehall to local areas, needs a governance review - what does this look like? Combined authority? Mayor? Challenged by lots of informal messages from government. HotSW LEP not yet on the list to start negotiating with, until governance issues are resolved. GD3 may be announced in budget on 16 March, may be linked to devolution. Skills and Employment strand - need to develop further the propositions behind the asks. Workshop coming up with Tudor Evans and others. ACTION: Further Skills + Employment strand development (EC/KD)</p>
5.	<p>EU Programme update - see paper sent with agenda Role Of Observers - Governance Panel SFA AGREED: approach to nominate observers through officer decision</p>
6.	<p>Growth Deal - See paper sent with minutes. Update on projects moving forward.</p>
7.	<p>Careers and Enterprise Company Project - Enterprise Adviser Network Update See presentation sent with minutes Yvonne Paddon from CSW Group attended to update the group on the progress with this project. They have been contracted by DCC on behalf of the LEP to provide the co-ordination service.</p>

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	<p>Currently in the process of writing to all schools that meet the criteria, that have been ranked in order and can be included based on the spaces available in each upper tier local authority area.</p> <p>Co-ordinator training has been provided by the Careers and Enterprise company.</p> <p>Starting to engage with businesses to identify suitable enterprise advisers.</p> <p>Launch taking place 8th March. Discussed fit with other ongoing work and initiatives.</p> <p>Request to share name of participating schools as early as possible.</p> <p>All information will be available on the LEP website.</p> <p>ACTION: HD</p>
<p>8.</p>	<p>Investors in Careers - See presentation sent with minutes</p> <p>This February, Investor in Careers celebrated twenty years as a trailblazer, recognising excellent practice in CEIAG in hundreds of schools across the UK. liC is more than simply a kitemark because it's been carefully designed by CSW Group to provide organisations with a valuable development tool, that raises standards as well as recognising excellence in CEIAG.</p> <p>Our Award is structured around four crucial elements, Commitment, Organisation, Delivery and Evaluation (CODE) and our framework creates a sustainable cycle of development. liC involves three stages, which cover eight outcomes, with independent assessments at stage three. To achieve our Award organisations must -</p> <ol style="list-style-type: none"> 1. Demonstrate whole school commitment to the award 2. Have a current CEIAG policy which is consistent with statutory guidance and relevant to a national framework 3. Deliver a CEIAG programme which is accessible to all learners and ensures Year 8 have access to independent careers guidance 4. Monitor and record students' achievements and progress, working with partners, external IAG providers, parents and carers to ensure that all learners make informed choices and effective transitions 5. Staff involved with CEIAG are appropriately trained and developed 6. Monitor, review and evaluate to ensure that CEIAG delivered is effective in meeting the needs of all learners. <p>The award is accessed digitally via an online portfolio enabling organisations to easily cross reference their evidence as they go along; making it less time consuming and allows them to gain ongoing support rather than collating evidence in isolation. This way of working enables us to monitor quality and ensure the consistency of evidence nationally.</p> <p>Achieving a quality in careers award provides organisations with the confidence that vigorous external assessment has shown their CEIAG provision is of the highest quality and meeting DfE statutory guidance (March 2015).</p> <p>The group agreed that IIC fitted well with ambitions for best practice in our area.</p>

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7.	Delivery of CFO3 to offenders in the SW - See presentation sent with the minutes
8.	Digital Task & Finish Groups update The group met in January, progressing actions and meeting with a smaller group before the end of March to progress the mapping activity.
9.	Future Meeting Dates / Schedule <ul style="list-style-type: none">• 1000-1200 on Tuesday 3rd May 2016, Cullompton• 1000-1200 on Friday 8th July 2016, Cullompton• 1000-1200 on Tuesday 6th September 2016, Cullompton• 1000-1200 on Tuesday 1st November 2016, Cullompton



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