

Minutes of HotSW LEP People Group Meeting

Tuesday 24th February 2015 – 1230-1600

NFU, Agriculture House, Pynes Hill, Rydon Lane, Exeter EX2 5ST

Attendees:

Stephen Criddle (Chair)
 Jennie Chapman
 Phillip Harall
 Elaine Cook
 Rod Davis
 Chris Evans
 Oenone Thomas (for M Shepherd)
 Sarah Grigg
 Ed Coley
 Jamshid Ahmadi (for P Livingstone)
 Debbie Passmore
 Chris Garcia
 Helena Davidson
 Keri Denton
 Rosie Bates
 Jamie Evans
 Corinne Matthews
 Nicola Squibb
 Victoria Gage

Organisation



HotSW LEP
 EDF Energy / Business Forum Representative
 Federation of Small Businesses
 CVS Representative
 Dorset & Somerset Training Provider Network
 HE Sector representative
 Exeter and Heart of Devon ESB
 Northern Devon ESB
 Plymouth City Council / ESB
 Somerset ESB
 Torbay Economic Development Company Ltd
 HoTSW LEP
 HoTSW LEP
 HoTSW LEP
 DCC / HoTSW LEP
 DCC / HoTSW LEP
 LEP New Nuclear Co-ordinator (secondment from WSDC)
 Prospects South West
 DCC


Apologies:

Phil Brownsord
 Jennie Chapman
 Phillip Harall
 Tony Skeel
 Catherine Stevens
 Sally Kittle
 Neil Murphy

Manufacturers Association
 EDF Energy / Business Forum Representative
 Federation of Small Businesses
 Skills Funding Agency
 Big Lottery Fund
 Department for Work and Pensions
 Somerset Chamber

	Agenda Item	Action
1.	Welcome and Introductions / Apologies	
	The Chair welcomed the Group to the table and confirmed apologies received.	
2.	Minutes of People Group Meeting 24th November 2014	
	The minutes of the previous meeting were agreed by the Group.	

3.	<p>Matters arising</p> <p>Item 3 - HE Membership CG has requested TS to add CE to distribution and member list (TS on leave).</p> <p>Item 4 - Information, Advice & Guidance SC welcomed Nicola Squibb, Regional Director Prospects SW, to the meeting.</p> <p>Item 5 - Joint LEP Board Discussion with Cornwall & IoS 17-Feb-15 – role of FE/HE The above was postponed due to limited availability of attendees. CE advised ‘Cold Spots’ data would be sent to RB for circulation (see attached).</p>  <p>RE Action from LEP People Group 20th Ja</p>	
4.	<p>Chair's item:- Skills Summit Conference Feedback</p> <p>SC provided an overview of the main themes of the conference; apprenticeships, youth unemployment, localism and IAG. It was noted that the SFA, in conjunction with BIS, had published a skills funding guidance document on how LEPs can influence the use of skills budgets in their localities - https://www.gov.uk/government/publications/local-enterprise-partnerships-increasing-their-influence-on-skills-budgets</p>	
5.	<p>National Careers Service (NCS) presentation by Nicola Squibb</p> <p>NS spoke to the attached presentation. The following actions were noted:</p> <ol style="list-style-type: none"> 1. Group to consider what NCS KPIs should look like and feedback to KD 2. NS to send DCC (TS) NCS contact details for circulation 3. KD and NS to follow-up on how the LEP / Prospects can work together around IAG and KPIs and feedback to the Group.  <p>HOSW 240215.pptx</p>	<p>Group NS TS KD/NS</p>
6.	<p>Construction Skills Project</p> <p>DP outlined to the Group the main themes of the construction skills and labour force papers. RB advised that an action plan was under development that would take the skills strategy forward. The following actions were noted:</p> <ol style="list-style-type: none"> 1. DP/RB to circulate action plan to sub-group for approval/adoption of CITB strategy documents and activities once finalised 2. Group to consider how CITB should report to them and other relevant groups/bodies. <p>SC and CG acknowledged both the quality and value of the work delivered by RB and DP, before thanking them both on behalf of the Group.</p> <p>RB raised the following three key points for the Group to consider:</p> <ol style="list-style-type: none"> 1. Skills shortage issues that will be faced in 12 months 2. Short term/immediate skills shortage issues 3. Procurement of services <p>CM asked how the Group could escalate the above points to a national level, pointing out that, whilst funding is available for people to be upskilled, a number are too old to meet skills funding criteria. SG suggested that case studies could be one way of moving things</p>	<p>DP/RB Group</p>

	<p>forward. CG outlined the importance of agreeing the 3 key vision statements, in particular to clarify what is meant by “reinvigorate the image of the construction industry...”</p> <p>NS suggested there may be links to the Prospects Inspiration Agenda.</p> <p>SC summarised the discussion and the following actions were recorded:</p> <ol style="list-style-type: none"> 1. RB to improve wording regarding image 2. Group to endorse the framework outlined – agreed unanimously 3. RB/DP to update the Group at next meeting outlining: <ul style="list-style-type: none"> ○ How we will do it ○ Who will do it ○ Project monitoring milestones 4. Action plan progress to be shared with LEP Board <p>KD advised that both Place and Business LEP Groups are interested in this work stream and asked for guidance on when this activity should be shared with them. CG confirmed his agreement to circulate to these groups immediately.</p> <p>DP/RB requested approval to present report to Plymouth as part their work on City Deal which was agreed.</p>	<p>RB</p> <p>RB/DP</p> <p>KD/TS</p>
7.	<p>Growth Deal: FE Colleges Capital Proposals</p>	
	<p>KD advised the Group that further information/clarification is required to align with SFA process. It was noted that nothing significant had arisen that would prevent the three college proposals going ahead, strategic intent remains unchanged. It was proposed that SC/KD to discuss in more detail offline, with any significant changes being notified to the Group, this was fully supported.</p> <p>KD summarised the proposed call on the HTPA £6.5m funding pot. JH outlined plans for two national colleges; High Speed and Nuclear. EDF is working on the nuclear model in the capacity of sector representative (not as EDF business). The model is described as hub and spoke with a physical structure in both the north and south of the UK, Cannington, in the south west, is being considered as a potential site. Current work stream activity is focussed on governance and organisational structure.</p> <p>CG asked if the Group should formally endorse a National Nuclear College to the HPTA call. It was noted that this was a transformational opportunity not an endorsement to fund. CG stated that HTPA was only open to providers in the HotSW LEP footprint area.</p> <p>CG advised that HotSW LEP had secured £1.7m of SFA funding for skills delivery which is being used across the regional peninsula not just within the HotSW area.</p>	<p>KD/SC</p>
8.	<p>EUSIF – 1st Calls</p>	
	<p>KD advised that stakeholder consultation had concluded on the matrix and content endorsed. The following three calls will occur:</p> <ol style="list-style-type: none"> 1. Mentor Programme (ahead of Purdah) 2. Talent Match (asap after Purdah) 3. Workforce Development (asap after Purdah) <p>ESIF Governance - CG spoke to the attached letter.</p> <p> DOC050315.pdf</p>	

	<p>KD advised the Group that the Big Lottery Opt In template was currently being completed for submission by 17th April 2015. The following themes have been identified:</p> <ol style="list-style-type: none"> 1. Access to training and education 2. Debt management 3. Digital capability <p>KD asked if the Group would like to provide markers of the types of activities, in relation to the identified themes above, they would like to see included over the next three years. It was noted that all Seedbed activity had been removed from the Big proposal due to conflict with EAFRD.</p> <p>Whilst the DWP submission is due very soon, 27th February, KD advised the top level detail from the matrix would be sufficient. SC requested that both the final matrix and the interim were circulated to the Group before thanking KD and her team for their work.</p>	<p style="text-align: center;">Group</p> <p style="text-align: center;">TS</p>
9.	Hinkley	
	<p>CM is on a six month secondment to the HotSW LEP, working closely with HotSW, GFirst and WestofEngland LEPs on the Nuclear Agenda. The three key strands of activity are:</p> <ol style="list-style-type: none"> 1. Engagement 2. Action Plan 3. Governance <p>CM outlined some of the findings of the ongoing mapping work, identifying activities and programmes in place to support the Nuclear sector:</p> <ul style="list-style-type: none"> ○ Somerset Low Carbon Centre ○ Gloucestershire Renewable Energy, Engineering & Nuclear (GREEN) Skills Centre project ○ Bristol University (working with Oxford University & EDF) ○ West of England Future Technology Centres ○ Hinkley Point Training Agency (HPTA) - it was noted that 25% top slice of SFA £1.7m has been used to commence this project, more investment is needed for HPTA to become an entity. ○ Hinkley Enabling Team ○ Activity within DWP and EDF inclusion programmes ○ Infrastructure in Somerset and the south west linked to the 'Fit for Purpose' agenda. <p>CG outlined the opportunities that Hinkley could offer; citing it as an exciting and transformational project for the whole of the HotSW area. CG stressed the importance of ensuring opportunities are maximised, giving the example of the Hinkley Point Supply Chain Portal being open to the whole of the south west. It was agreed that work needs to be done to communicate the Hinkley impact, both positive and negative, to the HotSW community. Big messages need to be continuously promoted throughout all networks. HD/CM to meet and plan communications strategy for Hinkley.</p> <p>CM advised currently there are 6 Hinkley work streams; it is likely these will be realigned to three - People, Place and Business. SC suggested consideration be given to how the LEP</p>	<p style="text-align: center;">HD/CM</p>

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	People Group will interact with the Hinkley People theme and who should represent the Group. CM to draft Terms of Reference for circulation .	CM/TS
10.	AOB	
	None	
11.	Future meeting dates/schedule	
	TS to schedule bi-monthly meetings of the Group for next 12 months.	TS