

Meeting	Heart of the South West LEP People Leadership Group	
Date	2 - 4pm, Monday 15 September 2014	
Location	Cullompton Community Centre, Cullompton, Devon	
Attendees	<ul style="list-style-type: none"> ▪ Stephen Criddle, LEP Board Member and Chair ▪ Keri Denton, People theme lead, DCC ▪ Chris Garcia, HoTSW LEP ▪ Paul Taylor, HoTSW LEP ▪ Julia Blascke, Plymouth City Council ▪ Sally Kittle, DWP ▪ Steve Wolletts, SW Forum 	<ul style="list-style-type: none"> ▪ Tony Skeel, Skills Funding Agency ▪ Peter Livingstone, Somerset ESB ▪ Rod Davis, Training Provider Network ▪ Pete Ashton, FSB ▪ Rupert Cox, Somerset Chamber ▪ Alan Denby, Torbay ▪ Matt Tudor, Bridgwater College ▪ Rosie Bates HotSW LEP
Apologies	<ul style="list-style-type: none"> ▪ Sara Vincent, Northern Devon ESB <p>(we are aware that there were issues with the distribution list and not all attendees received notification of the meeting)</p>	<ul style="list-style-type: none"> ▪ Catherine Stevens, BIG

AGENDA ITEMS

Item/Description	Actions
<i>1. Welcome and Introductions</i>	
Chris Garcia welcomed everyone to the meeting and explained that Rachel Davies had stood down from the LEP board, and has been replaced by Stephen Criddle as the FE representative. Stephen has been elected by fellow Devon and Somerset FE principals to represent them on the LEP. CG proposed SC as a LEP board member to chair the People group that was agreed.	
<i>2. Minutes of the last meeting</i>	
3 of the 4 outstanding actions to be picked up by agenda items.	
Barometer proposal to feed in to monitoring key indicators to be progressed.	RB and Paul Taylor to progress
<i>3. Update on EU SIF Progress and Next Steps</i>	
<p>KD has distributed a draft EU activities matrix and initial feedback was taken at the meeting.</p> <p>The broad themes have been defined and individual projects will now need to be developed.</p> <p>Links need to be clearly made to the other strands of activity – business and place, along with ensuring that the funding is not duplicating mainstream activity. This will be supported by completing templates for activities and ensuring the evidence base is solid.</p> <p><u>SFA</u> There will be 3 or 4 procurement windows per year, and we will need to decide what priorities we want to procure activity for early on in the programme and what can be left until later.</p> <p><u>Governance</u> The National programme needs to be agreed with the EU.</p>	<p>All to feed back on the activities matrix, including priorities</p> <p>CG to provide</p>

<p>A committee needs to be appointed in each LEP area to ensure that activity follows the strategy. Adverts are now live for the recruitment of members to the committee http://www.heartofswlep.co.uk/news/members-sought-new-heart-south-west-esif-strategic-committee</p>	<p>clarity about the role of the People group versus the committee.</p>
4. Update on Growth Deal	
<p>FE / Skills Capital Paper circulated in advance of the meeting regarding process (attached for reference). 4 projects approved in Growth Deal 1: Hinkley Package Somerset College – engineering Facility City College Plymouth – STEM centre Bridgwater College – Engineering facility</p> <p>Query raised relating to point 2.1.2 in the paper relating to funding needing to be available for projects to be progressed. This is included in order to give the LEP confidence of the deliverability of a project. Query relating to OJEU process and non-FE providers was raised.</p> <p>At the time of the meeting, we were anticipating a call out for growth deal 2 in September with submission in November. That process significantly changed, with a ‘deal’ now required for submission on Monday 6th October. This will be a combination of proposals; those that can be brought forward to be delivered ‘early’ and those to be delivered from 2016/17 onwards.</p> <p>As there have been significant changes since the meeting, there will be a revised recommendation paper to be circulated on the engagement of the group in the ongoing process relating to skills capital.</p>	<p>Clarification to be sought KD / RB</p> <p>KD to draft and circulate paper.</p>
5. Enterprise Education	
<p>Paper circulated in advance relating to proposed Enterprise Education task and Finish Group. Group agreed important to take forward and identify activity and plans in relation to EUSIF activities.</p>	<p>RB to convene group</p>
6. Digital Group proposal	
<p>Sally talked through the paper circulated in advance of the meeting. The group welcomed the approach, and agreed that with modifications the group could support the digital themes emerging from strategies.</p>	<p>SK / RB to review the group and take activity forward.</p>
7. Bridgwater College – Hinkley Skills Project Update	
<p>Matt Tudor attended the meeting to update the group on the progress being made with the Hinkley skills fund – funded by the SFA. The project runs until July 2015. Their key challenge is to have 60% of starts on to their programme by Christmas. They are able to deliver a wide range of training across the LEP area to a range of sectors. http://www.bridgwater.ac.uk/feature.php?id=125 The discussion also flagged the need to engage with other relevant LEPs to ensure there is joined up provision for Hinkley.</p> <p>All to promote the opportunity available through relevant networks.</p>	<p>CG to take forward with other LEPs All</p>
8. Communications	

<p>There is now a monthly LEP 'People' newsletter. Sign up link is: http://heartofswlep.us4.list-manage.com/subscribe?u=4e59660292bd6b4a5c7d7b8a7&id=545cabd7d4</p> <p>There will be a LEP wide 'people' theme event on Friday 14 November at Exeter Racecourse. Please hold the date in your diaries, there will be booking information in the next skills newsletter – issues w/c 6 October.</p>	<p>All to circulate link to relevant networks.</p> <p>All to hold date in diaries.</p>
9. City Deal	
<p>3 strands to the skills / youth deal of the city deal;</p> <ol style="list-style-type: none"> 1. Wage progression pilot with Work programme customers – Working Links have been appointed as the successful supplier and are currently making plans to commence delivery in early November. 2. Personalised Mentoring – procurement currently live for both a management contractor and delivery organisations. All information on www.devontenders.org.uk 3. Education challenge fun for Employers – currently being developed. 	
10. Construction Skills	
<p>2 LEP directors – Vaughan Lindsay and Frances Brennan are currently leading a project to look at an approach to addressing the construction skills gap in the LEP area. A conference call is planned for 13 October with more information to follow.</p>	<p>RB to provide summary after 13/10/14</p>
11. Date of next meetings	
<p>Friday 14 November – People Theme event, Exeter Racecourse Monday 24 November – People Leadership Group, Cullompton 2-4pm</p>	