

## Digital Skills Working Group

### Terms of Reference

Devon and Somerset have both set up separate Digital Inclusion groups. Both were set up in response to the welfare reform measures and the drive to encourage people, particularly those on benefits, to be digitally able. With the new EU funding due to commence in 2015, the Heart of the South West LEP have identified 'Digital' as a significant strand in their strategies. The People Leadership group have taken responsibility for this particular aspect.

#### Key objectives of the group

1. To identify key activities and gaps relating the theme 'Digital'
2. To deliver the actions identified within the action plan
3. To provide advice and guidance to the LEP People Leadership group on the theme of 'Digital'

#### Purpose of the group

The theme of 'Digital' is broken down to the following areas:

Digital Inclusion	Supporting those who are at risk of social and economic isolation as a result of not being digitally able. Includes access to the labour market, claiming benefits, searching and applying for jobs, access to public services
Digital Literacy	To have a standard of digital literacy that enables an individual to access the labour market and sustain a role
Higher level digital skills	To identify the requirements of businesses for the workforce to develop higher level digital skills through a variety of means; apprenticeships, higher level apprenticeships, etc.
Specialist digital skills	Relating to the opportunities in sectors, such as Big Data, the Met Office supercomputer, programming, etc.
Communications	To explore the possibilities for bringing together all of the activity under the banner of a co-ordinated campaign, such as 'GO-ON' branding and campaign approach adopted elsewhere in the country, e.g. Liverpool
Support staff	To develop an approach to the up-skilling of relevant support staff, such as JCP advisors, CAB, careers advisors, etc. to enable them to provide appropriate IAG to customers to access training, support and services

The group will:

1. Bring together representatives from across the LEP area to form a network of individuals that will support the LEP in the delivery of areas of work around the theme of digital.
2. Develop and agree an action plan for the theme of digital – in the context of supporting ‘people’ – employment, skills and social inclusion
3. Identify and deliver on the actions set out in the action plan on a LEP wide basis
4. Identify funding, whether from the LEP or alternative sources to deliver the necessary actions set out in the action plan

### Membership of the group

The LEP areas of Devon, Somerset, Torbay and Plymouth will be represented on the group, the following individual representing their area:

Rosie Bates	Heart of the SW LEP
Sally Kittle	DWP
Angela Farmer	Sedgemoor DC
Carl Haggerty	Devon CC
Simon Toon	Torrige DC
Edward Coley	Plymouth CC
Lyn Hicks	Exeter CC
Jo Morgan	South Somerset DC
Jamshid Ahmadi	Somerset County Council
Alison Murdoch	Mendip DC
Mark Leeman	Taunton Deane and West Somerset Councils
Allison Nation	Somerset CCG
Craig Marshall	Training Providers Network
Rod Davis	Learn in Dorset
Annette Benny	NHS Devon
Bindu Arjoon	Exeter CC
Debbie Passmore	Torbay Development Agency
Dawn Harris	Mid Devon DC
Julian Niles	Teignbridge DC
Libby Jarrett	East Devon DC
Sheldon Ryan	Plymouth CC
Trudy Robinson	North Devon DC
Tabitha Witherick	Somerset Library Service
Maggie Harris	Somerset Library Service
Sharon Passmore	Somerset CC
Mike Ward	South Hams DC
Melanie Roberts	Somerset CC

### Meetings

Meetings will be held quarterly

### Reporting arrangements

Reporting to the LEP People group on a 6 monthly basis