

HotSW LEP People Group Meeting
Tuesday 20th January 2014
Cullompton Community Centre, Pye Corner,
Cullompton, EX15 1JX

Attendees:

Stephen Criddle (<i>Chair</i>) (SC)	HotSW LEP
Keri Denton (KD)	HotSW LEP
Chris Garcia (CG)	HotSW LEP
Helena Davison (HD)	HotSW LEP
Victoria Gage (VG)	Devon County Council
Tom Satterly (TS)	Devon County Council
Tony Skeel (TSk)	Skills Funding Agency
Sarah Grigg (SG)	Northern Devon ESB
Peter Livingstone (PL)	Somerset ESB
Rod Davis (RD)	Dorset and Somerset Training Provider Network
Lorraine Jackson (LJ)	Department for Work and Pensions
Catherine Stevens (CS)	Big Lottery Fund
Phillip Harall (PH)	Federation of Small Businesses
Edward Coley (EdC)	Plymouth City Council
Debbie Passmore (DP)	Torbay Economic Development Agency
Chris Evans (CE)	Higher Education
Graham Knight (GK)	Somerset Chamber
Jennie Chapman (JC)	EDF Energy / Business Forum
Elaine Cook (EC)	CVS
Apologies:	
Phil Brownsord	Manufacturers Association
Rosie Bates	HotSW LEP
Sally Kittle	Department for Work and Pensions
Judith Harwood	Plymouth City Council
Mark Shepard	Exeter and Heart of Devon ESB

	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 from the previous meeting were agreed by the group.	
3.	Membership of People Group	

	<p>HE Membership</p> <p>Agreed by the group that HE should have a representative at this group. Chris Evans will be the HE representative for future meetings.</p> <p>ACTION - Terms of reference to be updated formally inviting a HE representative to join the group</p> <p>ACTION – TS to add CE to distribution and member list</p>	SC TS
4.	<p>Progress Updates</p>	
	<p>4.1 Growth Deal 1</p> <p>KD updated the group on the skills aspects of Growth Deal 1.</p> <p>4 parts to Growth Deal Skills.</p> <ul style="list-style-type: none"> • Bridgwater College • City College Plymouth • Somerset College • Hinkley Point Training Agency <p>HPTA will be run with the same structure and governance as the others. Just capital funding not revenue.</p> <p>ACTION – CG to provide the group with a LEP Governance update.</p> <p>4.2 Growth Deal 2</p> <p>However much money the HotSW LEP receive it is likely that there will be no skills projects involved. An announcement is expected at the end of this month. Disappointment was noted.</p> <p>4.3 EUSIF Prioritisation and Procurement Development</p> <p>The proposed EUSIF activities matrix is attached. This has been further developed following the consultation event in November and further feedback received. The document now has the information presented to be viewed in different ways as follows:</p> <ol style="list-style-type: none"> 1. All activities 2. By Integrated theme 3. By proposed opt in provider <p>The tabs with the theme activities also contain feedback received from the event on the key questions that were posed; targeting, geography, primary activity, and what has worked well. An indication of the relevant policy context is also given.</p> <p>Key stakeholder sessions have been held with the Training Provider Network and the Community Voluntary Sector. The Colleges session is taking place on 29th January and the ESB session is on the 30th January.</p> <p><i>Q1. How should IAG (Information, Advice and Guidance) be positioned within the programme?</i></p> <p>Feedback has indicated that there is a gap in the current IAG provision that is impacting on the decisions being made, particularly in relation to young people. We ask the group to consider whether we should look to procure some sort of IAG provision to support the delivery of the programme of activities, or whether IAG should be a ‘cross-cutting’ theme throughout all of the activities that we procure. We also propose inviting Prospects (National Careers Service contractor for HoTSW area) to our next meeting to explain their service delivery in more detail.</p> <p>ACTION – KD to inform group of the definition of ‘Young People’</p>	CG

	<p>Discussions took place over how incorporate IAG into the money spent largely favouring incorporating IAG into each funded project.</p> <p>The group agreed that it would be useful to have a Prospects representative at the next meeting.</p> <p>ACTION – TS to invite</p> <p><i>Q2. What activities do the group feel we should be procuring as our first calls?</i></p> <p>We would propose that consideration is given to the following;</p> <ul style="list-style-type: none"> • Personalised Mentors Service (Theme E – no opt-in or match required) as this is pre-committed activity to support the City Deal activity that has already been procured. The addition of this funding is to ensure that we meet our match funding requirements. • Talent Match (Theme E – BIG lottery proposed opt-in) this is a proven delivery model, focussed on a priority group. Proceeding with this would enable us to test the procurement process working with the Big Lottery. • Workforce Skills – supporting key employment and growth sectors (Theme B SFA proposed opt-in) feedback from current programmes delivering activity of this sort has been that there is demand in the marketplace, therefore procuring early would ensure some consistency. <p>After some discussion it was agreed that ‘Workforce Skills’ should be procured first.</p> <p>4.4 City Deal</p> <p>KD informed the group that this is progressing well.</p>	<p>KD</p> <p>TS</p>
5.	<p>Joint LEP Board discussion with Cornwall and IoS 17th February to discuss the role of FE / HE</p>	
	<p>CG informed the group that LEP’s have been working together to help tackle some common issues collectively further up country. HotSW LEP is large but realise the value of working together.</p> <p>CE provided an example of working with Cornwall colleges on smart specialisation and looking to help tackle ‘Cold spots’ of where students are not progressing to HE.</p> <p>ACTION – CE to share heat map with the group.</p> <p>Tsk made the point that Cornwall and Devon have similar interests/issues which could be tackled more effectively together.</p>	<p>CE</p>
6.	<p>Task and Finish/Sub Group Work in Progress</p>	
	<p>6.1 Digital</p> <p>Following the LEP People Group meeting in September it was agreed that this group could support the digital themes emerging from the LEP strategies.</p> <p>This would be done by establishing a Digital Skills and Inclusion group across the HotSW area. The purpose of the group to identify the key activities and gaps relating to the theme and to provide advice and guidance to the LEP People Leadership group.</p> <p>The key areas the Digital Skills and Inclusion group will focus on are:</p> <p>Digital Inclusion: support for those who are at risk of social and economic isolation as a result of not being digital able.</p> <p>Digital Literacy: have a standard of digital literacy that enables an individual to access the labour</p>	

market and sustain a role.

Higher/specialist digital skills: identify the requirements of businesses in order to support their workforce in developing higher/specialist level digital skills.

Communications: explore the most effective way to bring together all of the activity in a co-ordinated campaign.

Support staff: develop an approach to the up skilling of relevant support staff to enable them to provide appropriate IAG to customers.

Progress Update:

1. Membership of this strategic group is currently being established to include key Partners and stakeholders
2. Discussions with each LA area to seek support and participation in taking a lead area
3. A Devon and Somerset Digital Skills and Inclusion workshop is planned for February to look at what is already happening, identification of gaps and to look at prioritising the challenges

6.2 Enterprise Education

The group first met on Friday 21 November 2014 for a scene setting and exploratory meeting. The group received updates from the People, Rural and Social Enterprise Groups to set the scene in terms of how the topic has emerged as a priority, the views from the groups and the types of activity that attendees were already aware of.

There was a discussion item about defining the scope of the activity that the group might undertake, and it was agreed that a mapping exercise should be conducted to understand what is currently being delivered across the HotSW area, where the gaps are and where there are existing examples of best practice. This work is underway and all group members have completed a spreadsheet to capture the activity.

Additionally, there was a discussion about the scope we should apply to Enterprise Education for the purposes of focussing the activities of the group. There was a wide ranging discussion that looked at the topic from a number of viewpoints. Consequently, we seek the view of the commissioning People Group in determining the scope we should apply to the activity.

Views around the focus of the group were discussed and it was decided that they should rework the focus to target both young people and returners to work as well including IAG.

ACTION: RB to bring back to future People Group meeting

RB

6.3 Construction

The Construction Employment and Skills project was initiated through the production of the Strategic Economic Plan and the recognition that with the range and number of key strategic construction projects due to take place in the LEP area that this would place considerably strain on the workforce.

The LEP Board have secured support from the CITB (Construction Industry Training Board) in their role as Sector Skills Council for the construction industry, to support the development of an Employment and Skills Strategy for the Construction sector in the HotSW area.

Local Enterprise Partnership

Creating opportunities in Devon, Plymouth, Somerset and Torbay

	<p>The People Group have been tasked with leading on this activity, and a small group has been formed to take this work forward (led by DP) . A draft outline project plan is attached setting out the 3 key strands of activity:</p> <ul style="list-style-type: none"> • Production of the evidence base, resulting in a strategy and action plan • Identification of priorities from the action plan; to include appropriate funding streams • Procurement processes and approaches to embedding support, with particular reference to enabling opportunities for SMEs and social enterprises. 	
7.	AOB	
	<p>RD provided a brief update on a project being undertaken under LRF by the TPN's. RD extended an invite to the group for a Higher Apprenticeship Graduation Ceremony event to be held May 2015. Please inform RD if you would be interested in attending.</p>	
8.	<p>Date, Time and Location of Next Meeting 1230-1630 Thursday 24th February 2015 NFU, Agriculture House, Pynes Hill, Rydon Lane, Exeter EX2 5ST</p>	
9.	<p>It was agreed to extend the next session to a half-day session as it is foreseen that there will be much more activity to discuss as we move towards delivery phases. ACTION – TS to doodle poll for next date for last week of February</p>	TS