

Skills Advisory Panel

Committee Suite, County Hall, Exeter 29th July 2019

Minutes

Member Attendees

(FMcM)	Fiona McMillan, Chair / EDF Energy
(DR)	David Ralph, HotSW LEP
(SC)	Steve Cardhew, Plymouth ESB
(CE)	Chris Evans, University of Exeter
(SW)	Sue Wilkins, Federation of Small Businesses
(CW)	Carl Wayard, Torbay Development Agency
(KT)	Karl Tucker, Somerset ESB
(TS)	Tony Skeel, ESFA
(KQ)	Katy Quinn, Strode College
(SR)	Sharon Robbie, Devon and Cornwall Training Provider Network
(BB)	Bill Blythe, PETROC College
(KD)	Keri Denton, Devon County Council
(EC)	Elaine Cooke, Devon Communities Together
(SH)	Stephen Henagulph, Somerset Chamber of Commerce
(CW)	Cheryl Ward, DWP
(JH)	Julie Hawker, EHoD ESB
(MM)	Mike Matthews, North Devon ESB

Others Present

(PA)	Phill Adams, HotSW LEP
(KN)	Khristine Norton, Devon County Council (Minutes)
(EC)	Ed Coley, Plymouth City Council
(RB)	Rosie Bates, Exeter City Council
(AV)	Alison Venner, Department for Education
(LT)	Lee Tozer, Job Centre Plus

Apolologies

Rod Davis
John Laramy
Laurence Frewin
Jackie Grubb
Francesca Stratford
Sean Mackney
Victoria Hatfield
Paul Blackmore
Andy Berry

1) Welcome

- 1.1 David Ralph welcomed everyone to the meeting.

2) Declarations of Interest

- 2.1 Phill Adams confirmed that a declaration of interest form will be circulated to all invited members, with the minutes, which should be returned by all before the next meeting.

3) Election of Chair/Vice Chair

- 3.1 David Ralph invited nominations for the position of Chair of the SAP. Fiona McMillion was nominated and elected unanimously.
- 3.2 The position of Vice Chair will be decided at the next meeting. PA asked for nominations to be sent to the secretariat in advance of the next meeting.

4) Introduction to Skills Advisory Panels

- 4.1 Alison Venner from the Department for Education (DfE) began by describing the work to create Skills Advisory Panels around the country as the delivery of a manifesto pledge from the 2018 elections.
- 4.2 Alison complemented the HotSW LEP on the progress made and how closely the actions taken so far comply with DfE guidance issued in December 2018. She noted that the HotSW SAP appears well developed in terms of governance, membership, representation from employers, providers and strategic partners, data and analytics. The Terms of Reference are very appropriate and the HotSW SAP looks to be in a good place, poised to take on the planning and decision making around the skills agenda for the area.
- 4.3 It was confirmed that, as part of its summer review of SAPs, DfE would write formerly to HotSW LEP, acknowledging and evaluating the progress made so far on establishing the SAP in this area.
- 4.4 PA confirmed this letter would form a cornerstone for the SAP work programme for the future.
- 4.5 FMcM thanked Alison and underlined her aspiration for SAP meetings to provide a place for open and lively discussion between members.

5) Overview of HotSW Skills Advisory Panel

- 5.1 See slide pack attached for presentation from PA.
- 5.2 Points to note:

- SAP development is evolving
- SAP will provide a place to bring together the voice of business, providers and partners on the skills agenda
- The SAPs first job will be to take ownership of the local evidence base and make full use of this evidence in devising strategy and bidding for funding.
- Data will need to be sense checked by SAP members to give the full picture of what is happening on the ground
- LEP aspiration to double the HotSW economy by 2030 will have big consequences for all
- Local Industrial Strategy describes a skills escalator approach and acknowledges that skills and people will be critical to making economic change
- The Productivity Strategy sets out the framework for HOW to grow the economy and create enhanced life-chances for people

5.3 In response, members made the following comments:

- The importance of foundation and non-accredited learning to provide a gateway and pathways to formal and higher learning
- The contribution of foundation and non-accredited learning for SEND pathways
- The need to review and analyse data on a regular basis to inform planning and actions
- Need to get the balance right between talking and action in future meetings
- The need for SAP to be pro-active, not just reactive and the importance of looking forward, not just backwards at data
- The importance of maintaining the role of ESBs in this work
- The need for ESB members to understand WHAT will be delivered on the ground as a result of having the SAP

5.4 PA confirmed that ESBs will continue to perform a vital role for their areas and they will be needed to make a full contribution to the work of the SAP.

5.5 KD acknowledged the future role for the SAP in shaping the use of the governments Shared Prosperity Fund across the area – who, what, flow of ideas and evidence for need.

5.6 Other comments included:

- The need to look across the piece in terms of sectors and geography
- The acknowledgement of the importance of small, local initiatives to make a big local impact
- The balance between aggregated and local data to create a complete picture
- The SAPs ability to have a strategic voice with flexible, local grass roots level comment

- The strength of coming together and becoming the voice of skills for the area

6) Roundtable of Trends/ Issues from Members

6.1 FMcM invited contributions from members on the challenges they face which the SAP should note.

6.2 PA acknowledged the breadth of coverage in the membership of the group and advised every organisation to consider varying the person attending in line with the theme or deep dive covered within each future agenda.

6.3 Contributions included:

- the aspiration for the SAP to become well placed to engage with government departments by providing evidence of local skills needs
- the role of Chambers of Commerce in providing both national and local data compiled from the answers from members to standardised questions
- the availability of FSB local survey information
- the importance of the care and tourism sectors to Torbay, in particular.
- The situation of an area with an aging population which exports young people and the skills challenges this presents
- The T- level roll out and the importance of planning this carefully across providers and geography
- The challenge of delivering employer placements for T levels and other programmes
- The planned reduction in the range of vocational qualifications and ensuring employer needs are still met
- CIAG and the challenge of getting good skills information in to schools
- The impact already being seen of the Enterprise Advisor Network and The Careers Hub team in linking business to schools
- The variation between schools in terms of the CIAG offer and ability to engage with EAN/Careers Hub
- The important role parents play in young people's choices – CIAG offer for parents perhaps!
- The developing Higher Apprenticeships offer from HE institutions – 10% or 20% of student body in HE will be Apprentices soon
- The shift in employer demand in Apprenticeships towards older, 18+ apprentices
- The improving links between HE and employers as a consequence of developing the Apprenticeships offer
- The importance of identifying the skills needs of those already in employment

- The potential for the SWIOT to create high quality provision for higher level skills and the need to work in partnership with employers in doing so
- The high level of employment, and hence low level of unemployment in the area
- A high proportion of unemployed with LLDD and the complex nature of many of those claiming Universal Credit
- The importance of self-employment in this area
- The increasing role for the voluntary sector in terms its own ability to employ, contribute to the local economy and provide training and work experience solutions – the inclusion agenda, rurality challenge
- The challenge being faced by the voluntary sector to sustain cashflow and deal with shrinking grant income
- The popularity of the sector with young graduates and also those over 50 embarking on a second career or supplementing retirement income

6.4 PA thanked everyone for their contributions and confirmed that the SAP will be addressing these issues and that there will be a need to set clear priorities going forward.

7) Work Programme for 2019/20

7.1 See slides attached.

7.2 There was a request for the early circulation of SAP meeting papers which was agreed.

7.3 PA confirmed that the SAP website will host all meeting information, agenda, minutes etc and that dates for the next 12 months will be circulated to the membership very soon. He also explained the intention to have a series of “Deep Dives” into particular topics and these will be made clear on future agenda items.

7.4 Finally, the role of the separate operational delivery group was described. This will be much more operational in its focus and will provide the place for LEP programmes to be held to account and have their impact evaluated. It was agreed that a structure map will be drawn up and circulated.

8) Close

8.1 There was no other business from members and FMcM thanked everyone for their contributions and the meeting was closed.

Annex 1 – Actions from HotSW SAP, 29th July 2019

Action	Responsible / Lead
PA to circulate Declaration of Interest Form to voting members	SAP Secretariat
Nominations for Deputy Chair to be sent to PA before next meeting	All
Presentation slides to be circulated alongside Minutes	SAP Secretariat
SAP Meeting Papers to be circulated early to inform discussions – 2 weeks before meeting agreed	SAP Secretariat
Structure Chart on Operational Group to be bought to next meeting	SAP Secretariat