

**South East LEP Skills Advisory Group Meeting**  
**20<sup>th</sup> June 2017, 10.30am**  
**Park Crescent Conference Centre**

# Minutes and Actions

## Attending

Louise Aitken (LA), South East LEP  
Holly Aquilina (HA), East Sussex CC  
Carol Anson-Higgs (CAH), Essex Provider Network  
Allan Baille (AB), Kent County Council  
Tiffany Bright (TB), Thurrock Council  
Viki Faulkner (VF), University of Brighton  
Martin Hall (MH), Medway Council  
Paul Mitchell (PM) Sussex Council of Training Providers  
Angela O'Donoghue (AoD), South Essex College  
Graham Razey (GR), Canterbury and East Kent College (**CHAIR**)  
Dan Shelley (DS), Sussex Coast College

## External speakers

Justine Fosh (JF), National Skills Academy for Food and Drink  
Lee Reddington (LR), National Skills Academy for Food and Drink

## Apologies

Lindsay Collins, Kent Association of Training Organisations  
Peter Cook, Essex County Council  
Lucy Dresne (LD), University of Kent  
Simon Cook, Mid Kent College  
Brin Martin, Southend Council  
Tracy Rudling, Community 360 (*new CVS member*)

AGENDA ITEM / NOTES	ACTION/ PAPER
<b>Welcome and introductions</b>	
GR welcomed external speakers LR and JF to the meeting, who attended for their item only.	
<b>Minutes of last meeting 25<sup>th</sup> April 2017</b>	
Members noted two errors in the April minutes amended in the attached version ( <i>note that original attachments with minutes have been removed to keep file sizes to a minimum</i> ): <ul style="list-style-type: none"> <li>• Carol Anson-Higgs was present</li> <li>• Dan Shelley's name was spelt incorrectly</li> </ul> Otherwise, members agreed that the minutes were a true and accurate record.	 Skills Advisory Group SELEP 25-04 Minutes

<p>All outstanding actions picked up through the meeting agenda and post-meeting notes added where appropriate.</p>	
<b>Opportunities through the National Skills Academy for Food and Drink (NSAFD)</b>	
<p>GR welcomed guests LR and JF to the meeting.</p> <p>JF gave a presentation on the sector and training requirements in the south east as well as existing initiatives such as <a href="http://tastycareers.org.uk/">http://tastycareers.org.uk/</a></p> <p>The presentation, equipment list and contact information was circulated to members following the meeting (attached again for ease of reference). Lee and Justine can be contacted at <a href="mailto:l.reddington@nsafd.co.uk">l.reddington@nsafd.co.uk</a> and <a href="mailto:j.fosh@nsafd.co.uk">j.fosh@nsafd.co.uk</a></p> <p>LR and JF noted that:</p> <ul style="list-style-type: none"> <li>• Food manufacturing is the single biggest manufacturing sector in the UK and is expanding.</li> <li>• It has an ageing workforce and Brexit is likely to impact as it has a large proportion of migrant workers (40%).</li> <li>• There are no degree level apprenticeships to date but developing frameworks for food industry technical and advanced engineering.</li> <li>• There is demand from the sector (likely to increase with levy to spend) currently going unmet.</li> </ul> <p>DS asked whether there were any links to the land-based sectors. JF noted that many of the requirements for agricultural engineering and food science is different although there are some areas of over-lap (i.e. meat production). There are however some similarities with other engineering and hospitality and catering. Laboratories can be utilised also. LR supplied an equipment list as attached.</p> <p>GR noted that perception of the industry was likely to be a barrier as was volume of need. It should be possible to work with unemployed people as an alternative to migrant labour.</p> <p>PM and CAH offered to make links with local provider networks.</p> <p>GR asked members whether it had been useful to hear from the NSAFD and if similar presentations would be useful in future. Members agreed it would but that having the update at the end of the agenda would be more practical. It was also agreed that employer investment would be useful to explore in future, alongside training need.</p>	<div style="text-align: center;">         Food and Drink equipment list.docx     </div> <div style="text-align: center;">         Food and Drink NSA Presentation to SAG :     </div> <p style="text-align: right;"><b>ACTION:</b> LA / all members to explore similar presentations for future.</p>
<b>SELEP Skills Strategy, Evidence Base and consultation</b>	
<p>LA provided an overview of feedback through the survey so far (attached) including whom has responded and key messages so far (attached). Further analysis will be undertaken and the survey remains live, so all partners should continue to share with their networks. Although over 100 responses have been received, it was agreed that this was quite low so this should be promoted.</p>	<div style="text-align: center;">         Survey responses.pptx     </div> <p style="text-align: right;"><b>ACTION:</b> All to continue promoting</p>

**Post meeting note:** It should be noted that the survey is only one part of the consultation and LA has been liaising with Skills Boards, provider networks and other groups also:

- A combined response was received from the [Essex ESB](#), which includes employers like Ford, Raytheon, Coast Digital, DP World, Stansted, IFDS, Konica Minolta, NHS and care homes as well as hundreds more through Sector Groups.
- FSB, Chambers and IoD all have detailed and useful reports on skills shortages/ future on behalf of their extensive memberships which will be used.
- LA will utilise the Employer Skills Survey / Working Futures run by the Department for Education and available at LEP level.
- LA will utilise data on 1000s of vacancies across the LEP which tell us what skills companies are seeking / advertising at what levels.
- Plus a whole range of other data and information which will inform the Evidence Base, though as confirmed the strategy itself will be light touch and focus on 3 or 4 key things we can collectively do to bring about change.

LA also shared a first draft of a local (Hastings) profile for the Evidence Base for comment. Members agreed that this was useful but should include data only – so for the commentary section as attached should be removed. Members agreed that LA should proceed on this basis.

LA confirmed that she would create a LEP wide evidence base also and this would look at future growth. In addition, special reports on Brexit and digital will be produced.

The strategy will be produced in parallel with the evidence base ready for the 22<sup>nd</sup> August meeting. This will be a dedicated session on the strategy.

GR noted that SAG members should focus on two or three cross LEP things that the LEP could make a difference to.

**the consultation**



LEP Skills Evidence Base local profile draf

**ACTION: LA to produce profiles as attached for other areas**

**ACTION: 22<sup>nd</sup> August SAG to focus on Skills Strategy / LA to circulate information in advance**

**Pilot online portal demo: Opportunities South East**

LA and TB outlined that further to PDMS attending a previous SAG meeting, Thurrock Council had commenced a pilot online portal, which LA is also feeding into. This aims to simplify the landscape and place information in one central place for all (adults, young people, employers, providers). This will also be able to incorporate the original ‘Skills Adviser’ site.

TB outlined that this is taking place in a phased approach and a URL has now been agreed which would allow rollout across the LEP if supported. The site is available to view and test at <https://my.opportunitiessoutheast.co.uk/>. Further guidance is attached.

TB noted that initially the site would respond to Thurrock vacancies, which are high given the location of companies like Amazon. It will also feature apprenticeship, mentoring, volunteering opportunities. TB noted that future phases would include further features such as careers information and programmes, responding to the feedback that the system is too complex.



Opportunities South East\_Organisation re

**ACTION: All to view / test new website and provide comments and feedback**

<p>AB asked if this would be suitable for adults and LA and TB confirmed it would. AB noted that this would provide a good fit with Kent ambitions to support adults and the tool could therefore be presented there in September.</p>	
<b>LEP Skills Event, 7<sup>th</sup> July</b>	
<p>LA shared the agenda and brochure for the event (final version attached) to be given to all delegates. This is also on the LEP website at <a href="http://www.southeastlep.com/images/uploads/resources/SELEP_brochure_%28ESF_and_Skills_Capital%29.pdf">http://www.southeastlep.com/images/uploads/resources/SELEP_brochure_%28ESF_and_Skills_Capital%29.pdf</a></p> <p><b>Post meeting note:</b> Over 120 people attended the event and feedback from delegates was very positive. Various speakers and delegates again highlighted the complexity of the landscape and former Skills Minister Robert Halfon MP spoke about the importance and benefits of apprenticeships. More at <a href="http://www.southeastlep.com/news/article/selep-hold-successful-skills-showcase-event">http://www.southeastlep.com/news/article/selep-hold-successful-skills-showcase-event</a> and on twitter via #SELEPSKILLS.</p> <p>Various videos were also shown and a LEP Youtube channel has been created at <a href="https://www.youtube.com/channel/UcKA5bGNj1ss8Xm4OjM1Va6q">https://www.youtube.com/channel/UcKA5bGNj1ss8Xm4OjM1Va6q</a></p>	<div style="text-align: center;">         SELEP brochure (ESF and Skills Capital).pdf     </div> <div style="text-align: center; margin-top: 10px;">         SELEP Skills Showcase 7th July A     </div>
<b>Apprenticeship Levy – Letter to ESFA and Skills Minister</b>	
<p>Members agreed that a letter expressing concern with the reduced allocation for non-levy apprenticeships funding should be sent to the ESFA and Skills Minister. Skills East Sussex had prepared a similar letter. It was agreed LA should draft this for the LEP and get sign off from the three Skills Board Chairs, Adam Bryan (LEP MD), Chris Brodie (LEP Chairman) and GR.</p> <p><b>Post meeting note:</b> Letter signed off by all parties and sent to Skills Minister and ESFA as attached. Not for further circulation.</p> <p>GR asked whether the adult education budget should be explored and members agreed this could be discussed at a future meeting.</p>	
<b>AOB: BBO / ESF remaining allocation</b>	
<p>LA noted that there was a proportion of Big Lottery (BBO) ESF remaining due to a bid that didn't go forward in East Sussex. LA asked members to endorse this being ring-fenced for East Sussex and members supported this.</p> <p>Regarding ESF, members noted the challenging costs per learner within the recent call for tender. LA said she would feedback to the ESIF Committee.</p> <p><b>Post Meeting note:</b> LA has fed back the above to the LEP ESIF Committee. The LEP will hold an ESF Workshop on 12<sup>th</sup> September to consider the remaining ESF in London (venue TBC).</p>	<p><b>ACTION: LA to provide further info on ESF / workshop</b></p>
<b>Date of next meeting</b>	
<p>22<sup>nd</sup> August, Park Crescent Conference Centre, 11am</p>	