

South East LEP Skills Advisory Group Meeting  
25<sup>th</sup> April 2017, 13.30  
Medway Innovation Centre

# Minutes and Actions

## Attending

Louise Aitken (LA), South East LEP  
 Holly Aquilina (HA), East Sussex CC  
 Allan Baille (AB), Kent County Council  
 Tiffany Bright (TB), Thurrock Council, attending for Michele Lucas  
 Lindsay Collins (LC), Kent Association of Training Organisations  
 Peter Cook (PC), Essex County Council  
 Lucy Dresne (LD), University of Kent (*new HE member*)  
 Viki Faulkner (VF), University of Brighton (*new HE member, attending for Sue Baxter*)  
 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 Shelly (DS), Sussex Coast College

## External speaker

Georgina Angele (GA), Careers Enterprise Company

## Apologies

Simon Cook, Mid Kent College  
 Eduardo Hernandez, Sussex University (*new HE member*)  
 Brin Martin, Southend Council  
 Tracy Rudling, Community 360 (*new CVS member*)

AGENDA ITEM / NOTES	ACTION/ PAPER
<b>Welcome and introductions</b>	
GR welcomed members and noted that it was positive to have new Higher Education (HE) representatives.  LA noted that Tracy Rudling of Community 360 would attend the next meeting to ensure representation from the voluntary and community sector.	
<b>Minutes of last meeting (21<sup>st</sup> February 2017)</b>	
Minutes were agreed by members ( <b>attached</b> ). All outstanding actions picked up through the meeting agenda and post meeting notes have been added where appropriate as attached.	 Skills Advisory Group SELEP 21-02 Minutes
<b>SELEP Skills Strategy, consultation and Evidence Base</b>	

<p>LA noted that nearly 100 responses had been received to the Skills Strategy consultation but that it was important to get more, so asked all members to continue to share the web link among their networks. (<a href="http://www.southeastlep.com/skills/skills-survey">http://www.southeastlep.com/skills/skills-survey</a>)</p> <p>LA confirmed that an analysis of the consultation responses and emerging Evidence Base would be provided for the next meeting, in draft for comment.</p> <p>LA shared some draft headlines and local information being gathered for the Evidence Base (attached). Members spoke about the proposed Evidence Base, to include benchmarking, headline information and descriptions of district, borough, unitary and city areas and queried whether this is already available through sites such as nomis. It was agreed that this would offer something distinct, in having all information in one place and in offering the detail behind the headlines as well as some new information such as vacancy levels. It was also agreed that such information was valuable to broader networks, in setting out economic need and growth.</p> <p>AoD noted that with regard to the strategy itself, it would be important to set out what makes SELEP's area unique to ensure this is distinct from other LEP Strategies. LA noted that some of the benchmarking illustrates the size and scale of the SELEP area, both in terms of current employment and future growth. This will be something to articulate. GR noted that it would be helpful to pick out two or three key things that are relevant across the LEP.</p> <p>All agreed that the evidenced based approach was an important focus for the SELEP area. DS also noted that there should be equal focus on entry level and lower level skills as more highly skilled jobs. LA confirmed that this was backed up by the emerging evidence, which illustrates a high number of entry level jobs.</p> <p>GR noted that the strategy would be about driving behaviour and being clear about SELEP's skills priorities in order that all partners can contribute.</p>	<p><b>ACTIONL: ALL Promote Skills Strategy Consultation</b></p> <div style="text-align: center;">  <p>Update for SAG 25th April.pdf</p> </div> <p><b>ACTION: LA to circulate emerging draft evidence base, consultation responses, strategy for comment at next meeting</b></p>
<b>European Social Funding (ESF) Prime Contract Updates</b>	
<p>LA confirmed that Big Lottery (BBO) ESF projects had now been announced. LA has produced an overview of all ESF contracts and where these are delivering as attached. This also includes background as to this funding. This was shared with the ESIF Committee and well received. This was circulated to members following the meeting and is attached for ease of reference.</p> <p><b>POST Meeting note:</b> Also added to SELEP website at <a href="http://www.southeastlep.com/skills/esf">http://www.southeastlep.com/skills/esf</a></p> <p>LA confirmed that a call for tender to support 15-24 year olds into employment was live as at <a href="https://www.gov.uk/european-structural-investment-funds/access-to-employment-project-call-for-sustainable-integration-of-young-people-into-the-labour-market-in-south-east-lep-oc30s17p0763">https://www.gov.uk/european-structural-investment-funds/access-to-employment-project-call-for-sustainable-integration-of-young-people-into-the-labour-market-in-south-east-lep-oc30s17p0763</a></p> <p>LA noted that further to lobbying, this also included the requirement to show 'evidenced support from local partners (Essex Employment and Skills Board, Skills East</p>	<div style="text-align: center;">  <p>ESF Overview for SELEP Area May 2017</p> </div> <p><b>ACTION: LA to seek clarification</b></p>

<p><i>Sussex, Kent and Medway Skills Commission'</i>). Bids were also invited from £50,000 to ensure smaller, local bids can come forward.</p> <p>It was agreed that this was positive but there was a discussion around the legal implications of such support being shown (or not shown). LA noted it should be treated as per any request for a letter of support. However, LA agreed to check with DWP how this would be utilised for scoring of bids.</p> <p>LA confirmed that there is still approximately £20million ESF remaining (requiring match) and which the Skills Strategy will help to inform. Additionally, a workshop will be held with partners (likely to be in September) to help shape remaining calls for tender.</p>	<p>regarding evidenced support from Skills Boards</p> <p><b>ACTION:</b> LA to inform SAG members regarding ESF workshop in September</p>
<b>Careers Enterprise Company (CEC) Enterprise Adviser Network</b>	
<p>GR welcomed GA to the meeting. GA noted that she was the new regional lead for the Careers Enterprise Company for the SELEP area and also Coast to Capital, London and Solent LEPS.</p> <p>The CEC is national network connecting schools, colleges and employers to provide high impact careers opportunities. This is a new organisation; so much of the focus to date has been in establishing the network. In the SELEP area, East Sussex and Kent hold contracts for their area and SELEP holds the contract for Essex, Southend and Thurrock. Through Enterprise Co-ordinators based at the local authorities, nearly 200 schools across the area are being linked with Enterprise Advisers (senior business volunteers) who work with the school's leadership team to create a strategic plan.</p> <p>In addition, the CEC have had rounds of investment funding and round three will be launched by the end of this year. East Sussex was successful with round one funding, which will be showcased at the CEC National Conference in Sheffield. There was also a round of mentoring funding and details of organisations delivering this in the SELEP area are available via the link below.</p> <p>GA noted that a SELEP briefing paper had been produced, which would be circulated (attached).</p> <p>Further information about the national network is available at <a href="http://www.careersandenterprise.co.uk/">http://www.careersandenterprise.co.uk/</a> and for the SELEP area at <a href="http://www.southeastlep.com/skills/careers-enterprise-company">http://www.southeastlep.com/skills/careers-enterprise-company</a></p> <p>PC noted that to date the approach had been on numbers of Enterprise Co-ordinators and Advisers rather than outputs such as movement to priority sectors. GA noted that during establishment of the network, the focus had inevitably been on establishing capacity but in future CEC will be looking more at measures such as GCSE attainment, apprenticeships and STEM.</p> <p>GR noted that it was important to ensure awareness of the network, especially as it's still new. AB confirmed that CEC had been covered at the recent Kent and Medway Skills conference.</p> <p>LC asked for confirmation that training providers would be engaged as she had sought to ensure this was the case. GA confirmed training providers were an important</p>	<div style="text-align: right;">  <p>South East LEP briefing paper (1).pdf</p> </div>

<p>partner and she would be happy to take this forward with LC and KATO.</p> <p>GA confirmed that she was happy to be contacted regarding any queries (<a href="mailto:GAngle@careersandenterprise.co.uk">GAngle@careersandenterprise.co.uk</a>)</p>	
<b>Pilot Online Portal</b>	
<p>LA and TB confirmed that further to the update presentation from PDMS at the previous SAG meeting, Thurrock Council had commenced work with them. This was to create a tool to 'declutter the offer' and which provides an opportunity for a pilot for the LEP area as a whole. The idea was to host all information in one place, including vacancies, programmes and information to simplify the landscape for employers and individuals. Thurrock Council are engaging employers in establishing the site to ensure it meets their needs.</p> <p>GA noted that essentially the aim was for this to be like a local version of the <a href="https://www.gov.uk/">https://www.gov.uk/</a></p> <p>PM asked how this would fit with the previous Skills Adviser tool and it was noted that this would be migrated into any new tool. Lessons learnt will be taken into consideration.</p> <p>CAH noted the importance of promoting such a tool and ensuring it is used.</p>	<p><b>ACTION:</b> LA and TB to provide update (and possible demos) on online portal at next meeting on 20<sup>th</sup> June</p>
<b>LEP Skills Event, 7<sup>th</sup> July</b>	
<p>LA circulated a draft agenda for the event. Members fed back that it would be positive to have more time for the Skills Board highlights, a question and answer panel session. Overall the event is intended to showcase the work of the LEP and partners on skills, including skills capital and ESF. There will be stands illustrating the skills capital investments.</p> <p>It was agreed that it would be positive to share a positive vision for the future, headlines from the Skills Strategy and highlights of what has worked well, including</p> <p>Colleagues can register for the event at <a href="https://www.eventbrite.com/e/selep-agm-and-skills-showcase-tickets-34281662375">https://www.eventbrite.com/e/selep-agm-and-skills-showcase-tickets-34281662375</a></p> <p><i>Post meeting note: Nearly 100 people are now signed up. The event is primarily for stakeholders. As well as employers, this includes FE, HE, schools, local authorities and voluntary sector colleagues as well as partners such as Job Centre Plus. Speakers include the head of ESF nationally; Catherine Blair and Angela O'Donoghue will speak on behalf of the SAG.</i></p>	
<b>Date of next meeting</b>	
<p>20<sup>th</sup> June, 10.30am (venue TBC)</p>	