

## **New Anglia Skills Board Meeting**

29<sup>th</sup> May 2018

At Easton & Otley College

### **MINUTES OF MEETING**

#### **In attendance:**

Paul Winter (Chair) (PW)  
Alex Riley, New Anglia LEP  
Natasha Waller, New Anglia LEP (NW)  
Richard Bridgman, Warren Services (RB)  
Julia Nix, DWP (JN)  
Clarke Willis, Swallow Barns Group  
Viv Gillespie, Suffolk New College (VG)  
Judith Mobbs, Suffolk CC (JM)  
Lucy Walker, Education and Skills Funding Agency  
Mohammad Dastbaz, University of Suffolk (MD)  
Peter Funnell, Oakmere Solutions (PF)  
Corrienne Peasgood, City College Norwich (CP)  
Ben Miller, Process Flows (BM)  
Christine Futter, Norfolk and Suffolk Care Support (CF)  
Chris Gribble, Writers' Centre Norwich  
Eve Cronin, Norfolk CC (EC)  
Richard Self, agricultural representative & Enterprise Advisor Steering Group Chair  
Vince Muspratt, Norfolk CC (VM)  
Michael Gray, Suffolk CC (MG)

Jan Feeney, Norfolk CC (JF)

Peter Basford, Lloyds Bank

#### **Apologies:**

David Churchill, Education and Skills Funding Agency  
Dayle Bayliss, Dayle Bayliss Associates  
Jonathan Cage, Create Consulting Engineers & Norfolk Chamber of Commerce  
Yvonne Mason, Safests & The Mason Trust  
Cllr Stuart Clancy, Norfolk CC  
Cllr Gordon Jones, Suffolk CC  
Jane Townsend, Easton and Otley College  
Jane Wood, Chair of New Anglia Learning Providers Group (JW)  
Guy Hazlehurst, EDF Energy (GH)  
Richard Lister, University of Suffolk  
Stuart Smith, People with Energy (SS)

#### **Guests:**

Roy Harper, Skills Reach  
Adam Peacock, Codename Consulting

<b>Item 1: Welcome, Introductions &amp; Apologies</b>
Paul Winter (Chair) thanked Easton & Otley College for hosting the Skills Board.
The Board approved the minutes of the previous meeting.
<b>Item 2: Skills Board Vision (including Terms of Reference)</b>

There was a presentation shown to the Board on the vision for the Skills Board.

### Vision Statement

PW made note that the Board is currently more of an influencer than a decision-maker. RS suggested putting the word “lead” in the first phrase.

RB noted an issue in terms of funding. If the Board can justify its work, then it should find a way to get funding through the LEP and lobby government more effectively.

JM suggested that the vision statement should be more dynamic – and explain more about what we are doing rather than how we are doing it. JM also noted that using the term “key skills” could be confusing.

### Driving Skills Progression for the Workforce

RB questioned whether we should be more proactive in providing the ESFA with information. NW noted that we currently have quarterly meetings with the ESFA, and that we have to champion what we are doing more.

VM noted that the part that mentions clear pathways within each of our sectors implies only a linear progression, there needs to be reference to the cross-cutting piece.

CP stated that with the demographic downturn in our areas we need to focus on the development of our current workforce as well.

CF referred to the apprenticeship levy and noted that SMEs do not currently have the levy but we need to focus on these businesses when it comes to apprenticeships as well. JM suggested changing the language to “making the best use of apprenticeships, including the levy” to make it less restrictive.

### Providing agile and responsive training provision for key sectors

MD noted that 20-40% of current jobs will disappear over the next decade. The slide needs to take into account the rapid change of technology and its effect on skills.

PW stated that the current view is that the Skills Board oversees and assists sub-boards within the Economic Strategy area to do the work within the key sectors. VG noted that clear reporting is needed for this oversight role.

BM referred to concerns that businesses do not currently know how to utilise the skills in people and that the Board needs to make businesses more aware of the benefits of training – particularly in digital technologies.

JM noted that providers also need to be tuned into this discussion and not just those in the sub-groups.

### Equipping young people for success

JN stated that there needs to be a coordinating piece so businesses have one point of contact. Icanbea also needs to be referenced on this page.

BM suggested that there needs to be a link to our cultural offering and what young people want in terms of a place to live.

PF stated that there are a lot of great initiatives but there needs to be some form of brokerage that is prioritised based on the development goals of the LEP.

VG did not like the “regardless of social background” phrase and suggested turning it into a more positive phrase such as “all young people in Norfolk and Suffolk are equipped...”

JM stated that the Careers and Enterprise Company (CEC) is meant to be the vehicle to coordinate this offer – the Board needs to think about how we might work with the LEP and council partners about how our input feeds into that offer. JN suggested that the CEC help us coordinate a list of the current brokers.

### Tackling barriers to work

RB suggested that we need to have a more strategic approach to support businesses on mental health.

PW stated that suggestions for these slides be sent to the officers.

### Conclusion

PW stated that the Skills Board needs to be better in terms of reporting current activity, but it also needs to be talking more in an everyday context about how it is trying to solve problems linked to the Economic Strategy.

VM suggested that the Skills Board provides those going to LEP meetings with clear asks.

PW suggested that a plan of action be produced. The Skills Board needs to have sight of what the sector groups are doing without an inhibiting bureaucratic structure.

**The Board generally approved of the Skills Board Vision – taking note of comments and suggestions made.**

### Terms of Reference

The Board were approving of the current balance of membership of the Skills Board.

PW suggested that the link to sixth forms in Post 16 and FE representation was key, as well as linking to schools. CP noted that schools sixth forms currently have no formal link

to this group. MG suggested that engagement with the CEC could be fed back into schools.

PW noted that the Board is keen to have a voice from secondary schools being heard – a proposal will be brought back to the Board reflecting this.

It was noted that currently communication between the universities on the Skills Board is too ad-hoc.

VM stated that Cllr Stuart Clancy will be NCCs representative to the Board going forward.

JN is happy to continue attending as the DWP representative – alternates can be used if JN is unable to attend. Other current government agency attendees were also happy to continue attending.

Officer support will be limited to two from each county council and any additional support will be by invitation.

**The Board approved the Terms of Reference.**

### **Item 3: Sector Skills Plan**

#### Culture Sector

Roy Harper gave a presentation to the Skills Board on the Culture Sector Skills Plan.

CG noted that culture needs are radically different to the visitor economy. It is a highly mobile investment area and things will move away quickly unless we change things. This plan will be added to the next iteration of the Culture Drives Grow Report.

#### Tourism Sector

Roy Harper gave a presentation to the Skills Board on the Tourism Sector Skills Plan.

VG noted that there is an issue around the attractiveness of the sector, especially to young people.

CW suggested that leadership development was needed within this sector.

**The Board formally endorsed both the Culture and Tourism Sector Skills Plans**

#### Cross-cutting Report

Adam Peacock gave a presentation to the Skills Board on the cross-cutting reports.

Endorsement will likely be sought at the next board meeting.

### **Item 4: Update on the Youth Pledge**

JN provided an update to the Board on the Youth Pledge. It was highlighted that the marque promotional aspect has been dropped. (please see report attached to the Skills Board papers for further details).

RB stated that they are looking to do an inspirational business open day.

#### **Item 5: Skills Deal Update Report**

MG cited the report that was circulated with the Skills Board papers. The allocation phase for the Skills Deal is now complete - £1.4 million of the grant that was available was allocated.

RB stated that we need to learn from this experience as he felt we were slow off the mark.

MG suggested that it would be useful to know of potential projects that could have occurred if the Skills Deal continued.

#### **Item 6: Institute of Technology**

VG provided the Board with a short update on the state of the Eastern IoT bid. We are through to the second phase of the bid process – one of 16 bids in England through to stage 2. Stage 2 is a more intense process as a business plan needs to be formulated. There are not many bids that are close geographically. Final announcements on the bids will be made in the early Autumn.

CP updated that Board that City College Norwich have been announced as one of the first 50 providers for post-16 T-levels. These will be focussed on construction, education & childcare, and digital.

#### **Item 7: A.O.B. and Closing Remarks**

NW informed that board the LEP is bidding for a local Digital Skills Partnership, the original bid deadline has been extended to the end of June. MG noted that this could potentially give us some resource over coordinating and access to government departments.

The LEP is also bidding for a Careers Hub. This will be focussed around Norwich and Ipswich opportunity area, as well as along the A140, A14 and Felixstowe. 20 schools and colleges are signed up. This would be up and running by September if the bid is successful.

MG invited board members to the June 11<sup>th</sup> launch of the Offshore Wind Skills Deal project.

MG also noted that Capital funding – originally agreed by the Skills Board for West Suffolk College – has been approved by the LEP Board.

PW thanked members for their attendance and closed the meeting.