



# Minutes

**Meeting Title:** Employment and Skills Board

**Date:** 27 June 2018

**Time:** 2pm to 4:30pm

**Location:** Boardroom, Level 6 John Keay House, Tregonissey Rd, St Austell PL25 4DJ

**Chaired by:** Paul Massey

**Membership:** John Betty  
Jane Black  
David Walrond  
Dawn George  
Trevor Doughty  
Clare Harris  
Jim Grant  
Lindsey Hall  
Mark Williams  
Paul Massey  
Paul Wickes  
Raoul Humphreys  
Stacey Sleeman  
Stuart Roden  
Tarn Lamb  
Adam Wilkinson  
Mel Colton-Dyer

**Observer:** Terri Whitten

**Officer support** Debbie Osborne, LEP Executive Team (DO)

Minutes		Action
1.	<b>Welcome, Introductions and Apologies</b> <ul style="list-style-type: none"><li>Paul Massey welcomed everyone to the meeting.</li><li>Apologies received from John Betty, David Walrond, Dawn George, Trevor Doughty (Jane Black attending), Lindsey Hall, Paul Wickes (Amanda Bryant attending), Terri Whitten and Adam Wilkinson</li></ul>	
2.	<b>Employment and Skills Board 1 May 2018</b> <ul style="list-style-type: none"><li>Minutes from 1 May 2018 were agreed as a true and accurate record.</li><li>All actions covered or on today's Agenda.</li></ul>	
3.	<b>National Skills Agenda</b> <ul style="list-style-type: none"><li>The ESB received a presentation from Raoul Humphries. The presentation focused on the challenges and opportunities that the national skills agenda brings, and challenged ESB on how we should prepare locally. It was agreed that:<ul style="list-style-type: none"><li>Regular lunch and learn sessions should take place in</li></ul></li></ul>	





Minutes	Action
<ul style="list-style-type: none"> <li>• TA project being reshaped. Utilising experience within Economic Growth to provide the mechanism for review.</li> <li>• Looking at widening participation in adult skills</li> </ul>	
<p><b>5. ESB Delivery Plan</b></p> <ul style="list-style-type: none"> <li>• A desktop review of the existing delivery plan within the Employment and Skills Strategy was prepared for the meeting and discussed. It was agreed that the delivery plan should be updated to:             <ul style="list-style-type: none"> <li>○ Remove duplication</li> <li>○ Remove what could be classed as Business as Usual (BAU) activities for the ESB and the People and Prosperity Team</li> <li>○ Combine ESB delivery plan actions with devolution actions so that consistent reporting can take place</li> <li>○ Review and update status – where BAU activity mark and complete and archive</li> <li>○ Update to set out actions underneath the high level project/activity descriptor</li> <li>○ Add a RAG column</li> <li>○ Add a priority column, informing timelines and annual workplans</li> </ul> </li> <li>• <b>Action 4: LEP Executive to make necessary amendments to Delivery Plan and recirculate to ESB.</b></li> </ul> <p><b>Terms of Reference</b></p> <p><b>Pathways to Employment</b></p> <ul style="list-style-type: none"> <li>• This is an already established group but agreed that membership needs to be reviewed.</li> </ul> <p><b>Employer Led Skills Group</b></p> <ul style="list-style-type: none"> <li>• New group established to help challenge employers and help inform ESB activity going forward.</li> <li>• Agreed that communication is key for both groups and that innovation and the need to remain strategic needs to be embedded into both groups.</li> <li>• Need to ensure we have ESB representation on each of the sub-groups. This member will be asked to act as either chair or vice -chair for the groups. Lindsey Hall is currently the chair of the Pathways to Employment Group. <b>Action 5: LEP Paul Massey to have an offline discussion with Stacey Sleeman to agree the nominations and elections process for for the sub-groups..</b></li> <li>• <b>Action 6: Terms of Reference for both Pathways to Employment Group and Employer Led Skills Group to be amended and delegation given to Chair of ESB to</b></li> </ul>	<p style="text-align: center;">SS</p> <p style="text-align: center;">SS/PM</p> <p style="text-align: center;">SS/PM</p>



Minutes	Action
<p><i>sign off.</i></p>	
<p><b>6. Shared Prosperity Fund</b></p> <ul style="list-style-type: none"> <li>• David Rodda, Economic Growth Manager attended the meeting to provide an update on the Shared Prosperity Fund. This was the first 'Hot Topic' for the ESB.</li> <li>• Pre Consultation issued last year, still no date for formal consultation, looking at Autumn 2018.</li> <li>• Undertaken workshops with members and stakeholders to inform response and indicators. Also some co-design workshops with sector representatives and Tarn Lamb to look at deprivation.</li> <li>• Presented to both LEP Board and Cornwall Council Cabinet who have both signed up to the 4 Key Principles and agreed a common message:             <ul style="list-style-type: none"> <li>○ Single Pot Approach</li> <li>○ Local decision making building on IB status</li> <li>○ Outcome not output approach</li> <li>○ Adopt a more inclusive growth approach</li> </ul> </li> <li>• Developing evidence paper based around lessons learned from 20 years of delivery, with evidence base from SEP, 10 Opportunities etc. Agreed to share with ESB once finalised. <b>Action 7: David Rodda to share SPF evidence paper with ESB when finalised and also share Cabinet Paper on key principles.</b></li> <li>• Engagement with MHCLG, BEIS and DEFRA, LEP Network and National Growth Board. Have also organised Secretary of State visits to Cornwall.</li> <li>• Currently still no idea of budget but looking at a start date of 2021 for bids. Although delivery of existing projects will continue until 2023, new projects won't be allocated any money so there will be a gap. We will also be competing with larger areas ie Northern Powerhouse.</li> <li>• There is a local SPF Steering Group in place but it is too early for engagement with stakeholders. When consultation live, will be a big stakeholder involvement including ESB.</li> <li>• It was agreed that a task and finish group consisting of Raoul Humphries, Tarn Lamb, Mel Colton-Dyer and Jim Grant, supported by the People and Prosperity Manager is established to prepare a briefing note setting out the priorities and strategic position of the ESB in relation to how Employment and Skills Funding should be secured within any new funding stream that replaces ESF. <b>Action 8: LEP Executive to organise a task and finish group to look at the compiling of a strategic briefing note in preparation for future funding streams.</b></li> </ul>	<p style="text-align: center;">DR</p> <p style="text-align: center;">SS</p>
<p><b>7. Innovation Fund Update</b></p>	



<b>Minutes</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Funding of £460k has now been confirmed until March 2020 and we are waiting for the grant offer letter to be signed off by Treasury. Launch date will be planned for early July, date to be confirmed. This proposal will test and trial how business engagement and local action could achieve the Government’s ambition to increase disability employment. The concept is testing local solutions and building on CIOSLEP work with business to date, and established local business infrastructure, by developing digital innovative approaches providing insight to tailor approaches for SME’s, changing employer behaviours and building confidence.</li> <li>• This supports our key objectives to work with local areas and to support and incentivise employer action. It will to drive uptake of both Disability Confident and the Stevenson/Farmer review recommendations. Business engagement, partnership working, and innovation are at its core, and will be delivered through 4 components: -             <ul style="list-style-type: none"> <li>○ A digital component using digital analytics, ongoing assessment, and agile development processes to test and tailor digital solutions, content and direct communication to the business audience</li> <li>○ Dedicated Business Engagement Manager</li> <li>○ Clear narrative developed for business audiences to shape the work and health agenda</li> <li>○ An evaluation and impact report</li> </ul> </li> </ul>	
<p>8. <b>Regular Updates</b></p> <p><b>Skills Advisory Panel</b></p> <ul style="list-style-type: none"> <li>• The People and Prosperity Team has engaged with the Skills Advisory Team on a number of occasions to frame and influence the development of the SAP process, outcomes and strategic fit for CIOS LEP. Early feedback from the pilot areas to DfE clearly articulated the need for the SAP process to be more than a data gathering exercise, the pilot LEP areas are strong in their view that the process should lead to regular and formal engagement between DfE and the Employment and Skills Board, leading to local programming of skills and training that best reflects the needs of CIOS.</li> </ul> <p><b>Institute of Technology</b></p> <ul style="list-style-type: none"> <li>• £25 million South West Institute of Technology plan reaches funding bid final</li> <li>• A multimillion pound bid to revolutionise digital technology education across the South West has reached the final</li> </ul>	



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<p>phase of competition. The Department for Education (DfE) is awarding £170 million to establish a network of Institutes of Technology across the country. They will offer top-quality training and apprenticeships in higher-level technical skills.</p> <ul style="list-style-type: none"> <li>• They will aim to bridge skills gaps in the economy by providing the knowledge and training that employers need. It would deliver a range of higher level courses across the digital, engineering and manufacturing sectors.</li> <li>• Of 35 original applications, the South West Institute of Technology (SWIoT) bid, led by the University of Exeter, is one of 16 to progress to the final stage of the competitive process. The Institute, which could launch in 2021 if funding is granted, is expected to cost £25 million. Of that, £15 million would be provided by the Government, with the remaining £10 million made up by the partnership behind the bid.</li> <li>• Alongside the University of Exeter, the Institute would draw on expertise from the University of Plymouth, Bridgewater &amp; Taunton College, City College Plymouth, Exeter College, Petroc, and Truro &amp; Penwith College. They are joined by digital experts from Oxygen House and the Met Office, both based in Exeter, and engineering and manufacturing experts from Babcock in Plymouth, TDK Lambda in Ilfracombe and Watson-Marlow Fluid Technology Group. This bid is also supported by both Heart of the South West and the Cornwall and the Isles of Scilly Local Enterprise Partnerships (LEPs).</li> </ul>	
<p><b>Dates of next meeting:</b></p> <ul style="list-style-type: none"> <li>• 29 August 2pm to 4:30pm</li> <li>• 1 November 2018 9am to 11:30am</li> <li>• 7 February 2019 1pm to 3:30pm</li> </ul> <p>A room has been booked at Pydar House in Truro for all meetings but if anyone can host please let <a href="#">Debbie</a> in the LEP Executive Team know.</p>	
<p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. LEP Executive to arrange lunch and learn sessions for specific topics prior to each ESB meeting.</li> <li>2. LEP Executive to include a section on future ESB agendas for "hot topics".</li> <li>3. ESB members to provide view and recommendations on ESA Opt In report to LEP Executive.</li> <li>4. LEP Executive to make necessary amendments to Delivery Plan and recirculate to ESB</li> </ol>	<p><b>CH/SS</b></p> <p><b>CH/SS</b></p> <p><b>ALL/SS</b></p> <p><b>SS</b></p> <p><b>SS/PM</b></p>



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Meeting finished at 4:30pm

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