



# Minutes

<b>Meeting Title:</b>	CloS LEP Employment and Skills Board	
<b>Date:</b>	12 February 2020	
<b>Time:</b>	2pm to 4:30pm	
<b>Location:</b>	Grenville Room, County Hall, Treyew Road, Truro, TR1 3AY	
<b>Chaired by:</b>	Frances Brennan	
<b>Membership:</b>	Frances Brennan (Chair) Clare Parnell (Vice Chair) Phil Mason Kate Evan-Hughes David Walrond Dawn George Jim Grant	Lindsey Hall Paul Wickes Stuart Roden Tarn Lamb Mark Williams John Evans Meredith Teasdale
<b>Observers:</b>	Mark Duddridge	Terri Whitten Josie Gough
<b>Officer support</b>	Clare Harris Cathie Kessell Emily Kent Ben Bolton	Glenn Caplin Stacey Sleeman Debbie Osborne
<b>In attendance:</b>	Lizi Hopkins (Metro Dynamics)	Fiona Tuck (Metro Dynamics)

Minutes		Action
<b>1.</b>	<p><b>Welcome, Introductions and Apologies</b></p> <ul style="list-style-type: none"> <li>Chair welcomed everyone to meeting and members in turn introduced themselves.</li> <li>Apologies received from Glenn Caplin, David Walrond, Josie Gough, Lindsey Hall, Phil Mason, Paul Wickes, Tarn Lamb, Meredith Teasdale and Terri Whitten.</li> </ul>	
<b>2.</b>	<p><b>Chair and Vice Chair arrangements</b></p> <ul style="list-style-type: none"> <li>Frances Brennan and Clare Parnell gave the Board a brief overview as to the new Chair and Vice Chair</li> </ul>	

Minutes	Action
<p><b>3. Employment and Skills Board 9 October 2019</b></p> <ul style="list-style-type: none"> <li>• Minutes from 9 October 2019 were agreed as a true and accurate record.</li> <li>• All actions completed or on today's agenda.</li> <li>• Conversations ongoing with MA and DWP. CDC are awaiting a response on ESF bids, may require another letter from ITI Board chair if necessary. Now have a direct contact within teams who take part in the weekly progress telekits. Provider Networks struggling with delays; would be handy to provide case studies to MA to act as evidence. <b>Action 1: Provider Network to provide case studies to LEP Executive to act as evidence to MA and also these case studies to be shared with ESB members.</b></li> </ul>	<p><b>MW/SS</b></p>
<p><b>4. Skills Evidence Base Update</b></p> <ul style="list-style-type: none"> <li>• Members were reminded that Metro Dynamics had been commissioned to undertake the evidence base for the Skills Advisory Panel and were invited to today's meeting to give an update on the evidence review.</li> <li>• The objective is to produce a report for DfE on the scope of the evidence analysed and what it tells us about the local labour market and skills landscape. Once produced will help the ESB to: <ul style="list-style-type: none"> <li>○ Identify and fill current evidence gaps</li> <li>○ Develop a live local evidence resource</li> <li>○ Drive skills strategy based on the impact of funding and programmes</li> </ul> </li> <li>• An evidence gap table was pulled together by Metro Dynamics which provides a RAG rating for each of the questions set out in the DfE SAP analytical toolkit, according to how far the questions can be answered using evidence already available from SAP evidence documents and LIS evidence base. The RAG rating highlights absolute gaps, where it could be partially answered or where it could be answered through data already available. <b>Action 2: SAP Analysis report to be circulated to members.</b></li> <li>• SAP Team have announced an extension to the timeline and are going to provide additional funding of £75k which</li> </ul>	<p><b>DO</b></p>



Minutes	Action
<ul style="list-style-type: none"> <li>• Not to lose the older workforce and retirees that migrate to Cornwall; transferrable skills and untapped talent (Reskilling and Upskilling).</li> <li>• Taking the opportunity and making it an ambition.</li> <li>• Using the Towns Fund process</li> <li>• Responding to Employer needs.</li> </ul>	
<p><b>5. Employment and Skills Board Progress Report</b></p> <ul style="list-style-type: none"> <li>• Progress report to be brought to each ESB to help capture all activity in one report to allow ESB agendas to have more focused items. Report to be taken as read.</li> </ul> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>• <b>Skills Hub:</b> PCR agreed to extend programme with MA currently appraising Phase 2.</li> <li>• <b>Beacon:</b> March 2020 for programme end. Digital Marketing campaign currently being undertaken with the toolkit being live at the end of February along with animation films. <b>Action 5: Clare Harris to provide Kate Evan-Hughes and John Evans more information on the Beacon Project.</b></li> <li>• <b>Careers Hub:</b> Funding for a further year now confirmed with the CloS Careers Hub in top quartile of State of Nation report.</li> <li>• <b>Digital Skills Partnership:</b> Positive feedback from engagement, with some exciting pieces of work now being undertaken by group.</li> <li>• <b>Apprenticeship Campaign:</b> Social Media continuing with additional Apprenticeship Ambassadors now appointed. Second Phase will build on current work.</li> <li>• <b>Construction:</b> Building Cornwall website now live and proving successful.</li> </ul>	CH
<p><b>6. Written Resolution Update: CEIAG Report</b></p> <ul style="list-style-type: none"> <li>• Members will be reminded that a report was brought to the December meeting to recommend the Board adopt and agree the focus for the Careers, Education, Information, Advice and Guidance Task and Finish Group.</li> <li>• As this meeting was cancelled a decision therefore need to be actioned via written resolution.</li> </ul>	

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<ul style="list-style-type: none"> <li>• 2 responses were received by the deadline so recommendation therefore approved to adopt the formation of the new group.</li> </ul>	
<p><b>7. ESB support for a virtual Apprenticeship Levy Transfer Fund for Cornwall and Isles of Scilly</b></p> <ul style="list-style-type: none"> <li>• From April 2017, the way in which Apprenticeships were funded changed as part of a wider set of reforms to the Apprenticeship system in England. One reform was the introduction of the Apprenticeship Levy for all UK employers with an annual pay bill of £3 million or more.</li> <li>• The Levy is set at 0.5% of the value of the employer’s annual pay bill. The Levy is paid into an apprenticeship service account, and funds in this account can only be spent on apprenticeship training and assessment for new Apprentices or Apprenticeship training for existing staff.</li> <li>• Levy employers can also choose to transfer up to 25% of their annual levy funds to any other employer(s), who may form part of the levy employer’s supply chain. Transfers can also be made to Apprenticeship Training Agencies who directly employ Apprentices on behalf of ‘host’ employers.</li> <li>• The issue being faced is not having the knowledge of which employers are paying levy, its estimated that there are over 50 employers across county, which includes public sector employers ie Cornwall Council, CORSERV, NHS and RCHT.</li> <li>• The principle of setting up a county-wide virtual Apprenticeship Levy Transfer Fund scheme would allow a “one application” process and also help the matching process. The eligibility criteria would be aligned with the LEP priorities.</li> <li>• The Growth and Skills Hub potentially could help support scheme with promotion via Cornwall Apprenticeships, CloS LEP and partners.</li> <li>• Scheme if approved could then support more SMEs and add value.</li> <li>• The recommendation for the Board to support the principle of setting up a county-wide virtual Apprenticeship Levy Transfer fund scheme was approved.</li> </ul>	
<p><b>8. Cornwall College update</b></p>	

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<ul style="list-style-type: none"> <li>• A briefing note on the strategic direction of The Cornwall College group was circulated as part of the agenda papers.</li> <li>• John Evans then verbally gave an overview of the current situation: <ul style="list-style-type: none"> <li>○ Group currently has 11 sites across the county and Devon.</li> <li>○ New Senior Management Team appointed which includes 3 Ofsted Inspectors as members. Restructuring currently working through lower phases.</li> <li>○ Group working on a lot of good initiatives including; Development of Future Farm, Rural Business School along with research initiatives with Eden and Newquay Zoo.</li> <li>○ College strategically working towards becoming the College of choice working well alongside Truro and Penwith College which gives learners a good quality of choice.</li> <li>○ Currently plans being developed and debate taking place over investment and regeneration into the St Austell site. Decision needs to be made as currently only 11% of site is being used and the building is not fit for purpose.</li> <li>○ Group needs to be financially balanced by Summer 2020 in line with an agreed three year forecasted budget with the ESFA.</li> <li>○ Following the decision to close and sell the Saltash campus, the members were advised that there will be no more campuses closed across the county.</li> <li>○ Cornwall Care Academy moving into John Keay House in partnership with Cornwall College to jointly lead on the strategic development of the Health and Care curriculum to meet the local need. The joint Academy have some innovative projects in pipeline.</li> <li>○ The Group have appointed 6 new governors and are currently interviewing for a new chair of the corporation.</li> <li>○ Over next 6 months will keep ESB members updated on progress.</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>• Members agreed that there needs to be more working with 14-16 age range (Schools/Academies) to work on curriculums and reduce the number of exclusions. Cornwall College are keen to facilitate this.</li> <li>• Concerns over food and drink sector, there is a big need to develop skills training locally. Cornwall College have appointed a new Assistant Principal to lead on these curriculum areas. Sarah Houghton starts on 27 April 2020.</li> </ul>	
<p><b>5. Any other business</b></p> <ul style="list-style-type: none"> <li>• CK advised that there is now ESFA funding available to promote T Level placements.</li> <li>• SS advised that due to Paul Massey stepping down as LEP Board Director there is a need to have a nomination from ESB on the Digital Skills Partnership so options are to either wait until the recruitment process for new members or ask members today. Jim Grant put his name forward to be co-opted onto group.</li> <li>• SAP process requires more business led representatives to be Board members. Currently there are 6 vacant posts and will be a targeted approach. ESB to be kept updated.</li> </ul>	
<p><b>Date of next meetings:</b></p> <ul style="list-style-type: none"> <li>• 8 April 2020 2pm to 4:30pm (Cornwall College St Austell)</li> <li>• 10 June 2020 2pm to 4:30pm (Cornwall Marine Network Falmouth)</li> <li>• THERE WILL BE NO AUGUST MEETING</li> <li>• 14 October 2020 2pm to 4:30pm (New County Hall Truro)</li> <li>• 9 December 2020 2pm to 4:30pm (Cornwall Marine Network Falmouth)</li> <li>• 10 February 2021 2pm to 4:30pm (Cornwall College St Austell)</li> </ul>	
<p><b>Actions from today's meeting 9 October 2019</b></p> <ol style="list-style-type: none"> <li>1. Provider Network to provide case studies to LEP Executive to act as evidence to MA and also these case studies to be shared with ESB members.</li> <li>2. SAP Analysis report to be circulated to members.</li> <li>3. Agreed that once the SAP Analysis report has been circulated for members to share where data can be found with LEP Executive and Metro Dynamics. This report will also be shared with DfE.</li> </ol>	<p style="text-align: center;"><b>MW/SS</b></p> <p style="text-align: center;"><b>DO</b></p> <p style="text-align: center;"><b>SS</b></p>

<b>Minutes</b>	<b>Action</b>
4. Mark Williams to provide anecdotal information on T levels to LEP Executive and Metro Dynamics.	<b>MW</b>
5. Clare Harris to provide Kate Evan-Hughes and John Evans more information on the Beacon Project.	<b>CH</b>

Meeting finished at 4:20pm