



Minutes

Meeting Title: CloS Employment and Skills Board

Date: 7 February 2019

Time: 1:30pm to 4pm

Location: Trelawney Suite, Truro Business Space, Chiltern House, City Road, Truro, TR1 2JL

Chaired by: Paul Massey

Membership:

Phil Mason	Cathie Kessell
Jane Black	Lindsey Hall
Glenn Caplin	Mel Colton-Dyer
David Walrond	Paul Massey (Chair)
Dawn George	Paul Wickes
Trevor Doughty	Stacey Sleeman
Clare Harris	Stuart Roden
Jim Grant	Tarn Lamb
Emily Kent	Mark Williams

Observers: Terri Whitten; Sally Edington; Frances Brennan

Officer support Debbie Osborne, LEP Executive Team

Minutes		Action
1.	<p>Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> Paul Massey welcomed everyone to the meeting. Apologies received from Jane Black, David Walrond (<i>Mark Arnold attending</i>), Trevor Doughty, Sally Edington, Emily Kent, Cathie Kessell, Lindsey Hall, Elaine McMahon and Terri Whitten. <p>Introductions</p> <ul style="list-style-type: none"> Chair welcomed Stephanie Criddle who is the ESFA Intermediaries Manager in relation to Agenda Item 3 and also Emmie Kell LEP Non Executive Director Lead for Creative in relation to Agenda Item 6. 	



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<p>2. Employment and Skills Board 6 December 2018</p> <ul style="list-style-type: none"> Minutes from 6 December 2018 were agreed as a true and accurate record. <p>Actions</p> <ol style="list-style-type: none"> Completed. Creative Industries report to be amended and distributed following today's presentation. Completed. Ongoing but has been allocated to the new Senior Skills Officer once their appointment starts. Ongoing. The Beacon Project highlight report which was part of the January LEP Board papers to be circulated with today's minutes. Completed. Completed. Ongoing. 	<p>SS</p> <p>CH/DO</p>
<p>3. T Level Placements</p> <ul style="list-style-type: none"> Stephanie Criddle is the ESFA Intermediaries Manager and is part of the SME Strategy Team, to help support LEPs with industry placements and T Levels, working closely with Cathie Kessell to actively promote in Cornwall. Lots of changes with T Levels and is receiving good feedback. Expression of Interests currently out for provision for 2022 onwards. T Levels are complimentary with Apprenticeships and may replace HNC qualifications as part of government review. Changing the language from "work" to "industry" placements. £60m already allocated to providers including Bodmin College, Cornwall College, Truro & Penwith College and Helston Community College. As only still in draft stages industry buy in has been slow but placements are increasing. Will also link with Digital Skills Partnership and Institute of 	



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	<p>Technology bids in relation to Capital Development Fund.</p> <ul style="list-style-type: none"> Recommended that a report be brought back to the April ESB on the barriers and successes of T Levels so ESB can see where they can support. Action 1: Mark Arnold and Cathie Kessell to bring a report back to the April ESB in relation to T Levels support. Action 2: Presentation and contact details for Stephanie Criddle to be shared with ESB members. <p>Follow Up</p> <p>Following the meeting Stephanie Criddle came back on a couple of questions raised and those responses are below</p> <ul style="list-style-type: none"> Will there be a T level in social care? <ul style="list-style-type: none"> No, this has been highlighted as one of the technical education routes which will be delivered through apprenticeships (alongside protective services; sales, marketing and procurement; and transport and logistics). Which Devon providers have Capacity and Delivery Funding to deliver industry placements? <ul style="list-style-type: none"> City College Plymouth Petroc Coombe Dean School Stoke Damerel Community College Exeter College Kingsbridge Academy Plymouth City Council Plympton Academy 	<p>MA/CK</p> <p>DO</p>
<p>4.</p>	<p>Beacon Project update on Social Marketing</p> <ul style="list-style-type: none"> 3 Social Marketing Workshops planned for 4, 6 and 7 February, however the workshop planned for 7 February was cancelled due to low attendance. The other 2 workshops held at St Austell and Pool Innovation Centre had 6 and 11 attendees respectively and feedback received was good. The aim of the workshops was to market test messaging following the Business Insights Workshops held in October 	



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	<p>2018.</p> <ul style="list-style-type: none"> • Voting buttons were used at each workshop and there were consistent replies on the statistics. • Next piece of work is in relation to digital solutions; VR and AR, conversation chat boxes to find the business information. • Will be further workshops over the next 6 to 8 weeks with specific sector focus ie manufacturing and marine. • Project is being promoted within Business Cornwall and further activity is planned for next 10 months. • Action 3: Presentation from the Social Marketing Workshops to be shared with ESB Members. 	<p>CH/DO</p>
<p>5.</p>	<p>Employment and Skills Board Progress Report</p> <ul style="list-style-type: none"> • 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. • Updates in each report will focus on: <ul style="list-style-type: none"> ○ Beacon ○ Skills Advisory Panel ○ Careers Hub and Enterprise Advisers ○ Digital Skills Partnership ○ Institute of Technology ○ Skills Action Plans ○ Apprenticeship Campaign ○ ESF Programme • With overall progress ratings and lead details for each piece of activity. <p>Discussion points</p> <ul style="list-style-type: none"> • <i>Digital Skills Partnership:</i> DCMS funding to be used to link up digital skills in LEP area from the individual to business. As part of that funding a Partnership Manager will be recruited to lead project and be the link with the national Digital Skills Partnership and other area coordinators. Will link with Cornwall Council’s Digital Inclusion Strategy. Stakeholder Group held on 11 January was well attended by education and digital sector representatives plus LEP 	



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	<p>Board Directors Emmie Kell and Paul Massey. Project linked with the ESF Digital call currently out.</p> <ul style="list-style-type: none"> • <i>Skills Action Plans</i>: Senior Skills Officer backfill has now been appointed and will start mid February. This post will pick up the work on Skills Action Plans. • <i>Brexit Deal or no Deal</i>: ESB were advised that a targeted investment programme is being pulled together as part of the Operational Plan. A Strategic Fit briefing will be used as a narrative if required to lobby MPs. • <i>Skills Advisory Panel</i>: To reflect the national guidance given on Skills Advisory Panels, ESB Terms of Reference to be amended; a few minor changes to roles and responsibilities required and a baseline analytical framework pulled together. • Agreed that future progress reports should also include an update on Skills Hub and respective ESB sub Groups. <p><i>Action 4: Employment and Skills Board Progress report for April to include an update on Skills Hub and sub groups Pathways to Employment and Employer Led Skills.</i></p>	<p>SS</p>
<p>6.</p>	<p>Hot Topic</p> <p>Skills of the Creative Industry (presentation and discussion)</p> <ul style="list-style-type: none"> • Emmie Kell LEP Non Executive Director Lead for Creative and also CEO of Cornwall Museums Partnership was invited to today’s ESB to see where the Board could help in the development of a Skills Action Plan. <p>Discussion points</p> <ul style="list-style-type: none"> • Creative Careers Programme links with CEC and Careers Hub CloS and potentially using the existing infrastructure of Enterprise Advisers. Using the Cornwall Skills Show as an avenue for promoting the industry. • Reviewing the careers offer in Cornwall, working with education and families to sustain local delivery. • Reviewing the curriculum offer within educational establishments. 	



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<ul style="list-style-type: none"> • Opening up potential career changes to those with health related problems, using “creative” as a form of therapy and also adults returning to education. • Links with Local Industrial Strategy very important as the existing Sector Deals won’t work as they are focused primarily on larger businesses. • Senior Skills Officer role could identify and coordinate support and activity for the Creative Industry Advisory Group and Skills Action Plan. • Using CloS LEP to actively lobby MPs on this issue, using infographics and focused narratives/briefings. • Look to create a “Cornwall Cultural Pass” similar to the existing “Leisure Pass” to enable more access to opportunities. • Being more specific on job profiles. • Action 5: Today’s Creative presentation, Creative Careers Programme report and link to the Creative film to be circulated to members of the ESB. 	<p>DO</p>
<p>7. Regular Updates</p> <p>Pathways to Employment Group</p> <ul style="list-style-type: none"> • No update available <p>Employer Led Skills Group</p> <ul style="list-style-type: none"> • No update available. 	
<p>9. Any other business</p> <ul style="list-style-type: none"> • None 	
<p>Date of next meetings:</p> <ul style="list-style-type: none"> • 10 April 2019 2pm to 4:30pm (Cornwall Marine Network) • 12 June 2019 2pm to 4:30pm (Cornwall College) • 14 August 2019 2pm to 4:30pm (New County Hall) • 9 October 2019 2pm to 4:30pm (Cornwall College) • 11 December 2019 2pm to 4:30pm (Cornwall Marine Network) 	



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<ul style="list-style-type: none"> 12 February 2020 2pm to 4:30pm (Venue tbc) 	
<p>Follow up Actions from previous meeting 6 December 2018</p> <ul style="list-style-type: none"> Creative Industries report to be amended and distributed following today's presentation. The Beacon Project highlight report which was part of the January LEP Board papers to be circulated with today's minutes. <p>Actions from today's meeting 7 February 2019</p> <ol style="list-style-type: none"> 1. Mark Arnold and Cathie Kessell to bring a report back to the April ESB in relation to T Levels support 2. Presentation and contact details for Stephanie Criddle to be shared with ESB members. 3. Presentation from the Social Marketing Workshops to be shared with ESB Members. 4. Employment and Skills Board Progress report for April to include an update on Skills Hub and sub groups Pathways to Employment and Employer Led Skills. 5. Today's Creative presentation, Creative Careers Programme report and link to the Creative film to be circulated to members of the ESB. 6. SS and EK to meet to set out next steps and actions from today's meeting 	<p>SS</p> <p>CH/DO</p> <p>MA/CK</p> <p>DO</p> <p>CH/DO</p> <p>SS</p> <p>DO</p> <p>SS/EK</p>

Meeting finished at 4pm