



Minutes

Meeting Title:	CloS LEP Employment and Skills Board	
Date:	13 October 2021	
Time:	2pm to 4:30pm	
Location:	Via MS Teams	
Chaired by:	Frances Brennan	
Members:	Frances Brennan (Chair) (FB) Clare Parnell (Vice Chair) (CP) Adrienne Murphy (AM) Alex Lingard (AL) Andrew Finley (AF) Caitlin Gould (CG) Chris Mann (CM) Eric Nicholls (EN) Ian Curnow (IC) Phil Mason (PM)	Rob Ingram (RI) Stuart Roden (SR) Emma Stratton (ES) James Neale (JN) Kate Swain (KS) John Evans (JE) Julie Gipton (JG) Paul Wickes (PW) Meredith Teasdale (MT)
Officers:	Clare Harris (CH) Cathie Kessell (CK) Emily Kent (EK) Chloe Rickard (CR) Laura Herbert (LH)	Glenn Caplin-Grey (GCG) Stacey Sleeman (SS) Kate Evan-Hughes (KE) Jo Evans (JE)
Observers:	Josie Gough (JG) Henry Seymour (HS)	Mike Page (MP) Mark Duddridge (MD)
In attendance:	Carrie Childs, Careers Hub Lead Rachel Delourme (for Meredith Teasdale) Val Smith (for Julie Gipton) Sarah Newham (for Mike Page)	
Supported by:	Debbie Osborne, LEP Executive Team	

Minutes		Action
1.	Welcome and Apologies	

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<ul style="list-style-type: none"> Apologies received from Kate Swain, Julie Gripton, Adrienne Murphy, Ian Curnow, Caitlin Gould, Emma Stratton, Chris Mann, Mike Page, Meredith Teasdale, Phil Mason and Clare Harris. 	
<p>2. Employment and Skills Board 16 June 2021</p> <ul style="list-style-type: none"> Minutes from 16 June 2021 were agreed as a true and accurate record. <p>Actions</p> <ol style="list-style-type: none"> Ongoing with LEP Executive Team, will keep ESB updated. Housing Strategy currently out for consultation so will invite a representative from Housing to the December ESB meeting to update members. Action 1: Representative from Housing be invited to update to the December ESB meeting to update on Housing Strategy. 	SS
<p>3. Progress Reports</p> <p>Employment and Skills (Report to be taken as read)</p> <ul style="list-style-type: none"> Skills Hub: Building the Workforce of tomorrow event held on 28 September with FB as a speaker. This was followed by three online webinars in sustainability, cyber security and accessing the right skills. Good feedback received on ways of working and future work, will be fed into Skills Report. People Hub: Has now received additional ESF funding to extend programme. Apprenticeships: Increases in engagement. Kickstart placements are converting to Apprenticeships following the 6-month placements. ESF: Working on performance management and outcomes/outputs. Good feedback from DWP representatives. Construction/Green Jobs: Lots of activity being undertaken across October and November including deep dives. <p>Digital Skills Partnership (Report to be taken as read)</p> <ul style="list-style-type: none"> TechWomen Connect Event held on 12 October. Great event with over 70 attendees. Will be running a similar event in December and is hoped will go from strength to 	

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	<p>strength.</p> <ul style="list-style-type: none"> • DSP Board Away Day held on 5 October – new Vice Chair and 2 new Board members welcomed. • Now looking at drafting and publishing a DSP Manifesto. • FibreHub Park launch taking place on 5 November. FibreHub offers a centralised meeting space where Cornwall's businesses can gather. There is lettable space for other digital, software and tech organisations, co-working facilities, the Nimbus café and access to networking events taking place in the building. 	
4.	<p>Members Sector Update</p> <p>Member updates show good and honest information and have proven very important to explore demand and need across all sectors, all data to be used for the provider groups.</p> <p>Action 2: LEP Executive to circulate all written member updates with the Minutes.</p> <ul style="list-style-type: none"> • Alex Lingard: Rising COVID cases in schools since return has affected staffing levels with a higher demand on supply teachers. Still dominating day to day life but it's good that 12-15 year olds are now being offering vaccination. Now allowing visitors on site to prepare students for work experience placements. • Andrew Finley (<i>written update provided</i>): Focusing on financial management with initiatives being launched in November for online learning for ERDF eligible businesses to help build forecasts and look at KPIs. • Eric Nicholls (<i>written update provided</i>): Sector busy but issues with materials and stock supplies from outside UK, although not necessarily attributed to Brexit as only over the last few months. Recruiting for sector still difficult. <p>Action 3: EN to share sector vacancies with LEP Executive Team. Sector pushing on and working well with Cornwall Marine Network and Colleges on innovate ideas for future training programmes. MD: Official vacancies figures might be more due to only skilled jobs being advertised so actual vacancy gap underrepresented. SS: Not sure how we get hold of all data. CK: Need to encourage employers to advertise jobs for longer, is working with JCP on sector based academies.</p>	<p>DO</p> <p>EN</p>

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<ul style="list-style-type: none"> • James Neale (<i>written report provided</i>): Idenna doing really well at the moment with lots of enquiries from varying sectors. Lot of people want to work in creative sector in County but lack of accommodation still an issue. We need to get the “Cornwall narrative” right. • John Evans: Met with Truro and Penwith College yesterday. Students are glad to be back in face to face education. Have been successful in £3.6m bid for Skill Accelerator Fund, currently waiting for formal letter from DfE, money to be spent by March 2022. Recruitment and Apprenticeships strong. HE and Adult Training take up has fallen, mainly due to lack of accommodation. 14-16 programme going well with over 300 now signed up. Staffing also difficult due to lack of accommodation. Now in final design stages for the St Austell Campus. • Paul Wickes (<i>written report provided</i>): Businesses really busy and looking to extend their season. High vacancy rate with not enough applications. Redundancies at end or furlough lower than expected. Supply chains disruptions are causing issues. 118 placements through Kickstart approved with apprenticeships also improved. Proposed inflation rises will negatively impact all sectors. Working with Maritime UK on Coastal Powerhouse to support coastal towns. • Rob Ingram: COVID affecting HE providers along with proposed inflation rises. Similar problems as others in relation to recruitment and accommodation. • Stuart Roden: New training initiative has brought £1m pot of funding into Health and Care Sector. Unions receiving enquiries from people on furlough returning to work that are now finding employers are reorganising which leads to potential restructure/redeployment of some employees. • Val Smith (<i>for Julie Gipton, written report provided</i>): requirement for care staff to be double vaccinated has had a considerable impact with government now consulting on extending to wider health and social care sector. National Recruitment campaign ongoing which may affect local campaigns. Lack of workforce high on peoples agendas along with lack of transport. • Sarah Newham (<i>for Mike Page</i>): Busy time for DWP due to 	

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	<p>moving from recovery to employment. All programmes now embedded and working with customers. Kickstart Scheme has been very successful across Devon and Cornwall and has now been extended to March 2022. Face to Face service now operational but within a HSE COVID safe environment. Critical support being offered for those suffering from anxiety and depression due to pandemic. DWP member of the Redundancy Taskforce and have noticed that there hasn't been a massive uplift in redundancies or end of season employment following end of furlough. Number of sector based academies running through October to engage providers and upskill customers. Working with migrants still based in County on EU settled status to help them to continue to work. DWP caseloads now at pre COVID levels. Working with Proud to Care and other care providers across county.</p> <ul style="list-style-type: none"> • Glenn Caplin-Grey: Cornwall was longlisted for City of Culture on 8 October. In partnership with Cornwall Cultural and Creative industries a light touch EOI was submitted. Have been invited to DCMS workshop at end of the month. Bid part of bid is skills, linked to HE, FE, Screen and Film sectors concentrating on R&D, Inclusion and Participation. Themes being developed with project plan which will be submitted in January 2022. Our brand awareness is quite high nationally. Will be developing a Sector Development Strategy to help attract funding and will ask ESB to help bring that together. SS: Creative Skills Task and Finish Group already in place so will feed into wider work. • Clare Parnell: Labour shortages in agricultural sector. Moving over to ELMs will mean a real need for decision making skills in farming sector. Also need to look at impact of measuring impact of low carbon methods. 	
5.	<p>Careers Hub Delivery Plan <i>(Carrie Childs, Careers Hub Lead)</i></p> <p>Purpose</p> <ul style="list-style-type: none"> • Agree strategic Plan • Invite steer from group members • How do you see the work of the Careers Hub contributing 	

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<p>to economic recovery?</p> <p>Mission: To help every young person take their best next step</p> <p>Vision: High quality careers guidance for everyone everywhere</p> <p>Since my last visit in April 2021</p> <ul style="list-style-type: none"> • Careers Leaders continue to develop the skills and knowledge required to delivery high quality careers programmes • Inclusion and Diversity – delivering quality careers to students encountering the most barriers remains a priority for us • Data Sharing – good progress has been made on our plans to support better quality information sharing between schools and colleges. Thank you to those of you who have supported this. • Businesses – need access to greater resource. We advertised for an Employer facing Enterprise coordinator but unfortunately this has been stalled in Cornwall Council’s current recruitment freeze. <p>Careers Hub aims to bring together key strategies from Education and Economic Development. These were sent in advance and shared in a powerpoint slide during the meeting.</p> <p>Areas of key focus for the 21/22 Academic year include:</p> <ol style="list-style-type: none"> 1. Amplifying Technical and Vocational routes Whilst there are many organisations better placed than us to deliver this work, we will use our intelligence and networks to strengthen this work. 2. A Self-Improving System Careers Leaders moving from delivery functions to a leadership role that includes focus on intent, implementation and outcomes approaches. 	

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<p>Gatsby benchmarks are outcome focused, this year will see the Careers hub implement a New Future Skills Survey that will provide rich data linked to impact on individuals</p> <p>3. Effective Transitions Because so much talent is lost at transition points. We have a number of projects supporting this goal including the ongoing one to improve information sharing between schools and colleges.</p> <p>4. Removing Barriers Especially for students in alternative provision and Special schools. Social Justice is a key area of our work</p> <p>5. Building leaders for the system More than 30 Careers Leaders have undertaken accredited CPD training in the past 3 years, we understand that a lot of what was learnt has been forgotten as crisis management covid response has (understandably) taken priority in the past 18 months. We are working to provide meaningful updated CPD that supports mental wellbeing.</p> <p>6. Careers Education as part of economic Recovery We'd appreciate your perspective on this. Communicating Labour Market Information and Skills over Sectors are likely to feature within this.</p> <p>7. Employers Building sustainable mutually beneficial relationships with schools and colleges We will be delivering a pilot curriculum based projects in 10 schools this academic year and are increasing our communications with key networking groups whilst we wait to see if we can recruit to our employer facing role</p> <p>What do you need to know?</p> <ul style="list-style-type: none"> • Our plans are made with you in mind • Careers Hub naturally sits within the Inspire and Thrive aspects of the Skills Action Plan but please don't underestimate the role that we could play within: 	

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	<ul style="list-style-type: none"> ○ Transform – the solution to our productivity gap lies in the skill development of children and young people in our schools and colleges ○ Innovate – Children and young people require core digital skills and awareness around the green skills agenda in order to solve the problems we face ● Our Enterprise Advisers (Business Volunteers working with schools and colleges) are giving us a clear steer that we need to be thinking in terms of skills over sectors. ● Nationally research has already been done to outline core employability skills. These are: <ul style="list-style-type: none"> ○ Listening ○ Speaking ○ Problem solving ○ Creativity ○ Staying positive ○ Aiming High ○ Leadership ○ Teamwork <div data-bbox="432 1070 1027 1509" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right; font-size: small; color: orange;">Information Classification: CONTROLLED</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>CIoS LEP</p> <p>Inspire – develop workforce of tomorrow</p> <p>Transform – a productive workforce</p> <p>Innovate – accelerate the growth and diversification of the local economy</p> <p>Thrive – Opportunity for all</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>Careers Hub CIoS</p> <p>Amplifying technical and vocational routes</p> <p>A self improving system</p> <p>Effective Transitions</p> <p>Removing barriers</p> <p>Building Leaders for the system</p> <p>Careers Education as part of Economic Recovery</p> <p>Employers Building sustainable, mutually beneficial relationships with schools and colleges</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>Cornwall Council</p> <p>Champion world class education opportunities</p> <p>Meet needs of vulnerable children and young people</p> <p>Widen opportunities & Promote equalities</p> <p>System wide school led improvement</p> <p>Promote children and young people's mental and physical health and wellbeing</p> </td> </tr> </table> </div>	<p>CIoS LEP</p> <p>Inspire – develop workforce of tomorrow</p> <p>Transform – a productive workforce</p> <p>Innovate – accelerate the growth and diversification of the local economy</p> <p>Thrive – Opportunity for all</p>	<p>Careers Hub CIoS</p> <p>Amplifying technical and vocational routes</p> <p>A self improving system</p> <p>Effective Transitions</p> <p>Removing barriers</p> <p>Building Leaders for the system</p> <p>Careers Education as part of Economic Recovery</p> <p>Employers Building sustainable, mutually beneficial relationships with schools and colleges</p>	<p>Cornwall Council</p> <p>Champion world class education opportunities</p> <p>Meet needs of vulnerable children and young people</p> <p>Widen opportunities & Promote equalities</p> <p>System wide school led improvement</p> <p>Promote children and young people's mental and physical health and wellbeing</p>	
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<p>6.</p>	<p>Local Skills and Labour Market Strategy Update</p> <ul style="list-style-type: none"> ● Employer Skills Survey undertaken to help inform recovery work and economic response. In relation to consulting with young people, will feed into the Annual Conversation with Young People and HE/FE were involved in early stages of consultation. ● 6 Employer Focus groups took place from 6 to 8 October covering Health & Social Care; Hospitality, Tourism and Retail; Construction; Digital, Creative and Space; Manufacturing, Engineering, Warehousing, Transport and logistics; and Agritech, Mining and Marine. 				

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<ul style="list-style-type: none"> Information from Survey, Focus Groups and Interviews will be fed into revised strategy. This will be presented to Cornwall Council members on 16 November and then to ESB on 8 December. Will then be signed off by DoE and Cornwall Council Cabinet in February 2022. MD: We are transitioning to a higher cost environment so Strategy should include a “What If” which looks ahead to 12 months if situation changes. 	
<p>7. Any other business</p> <p>Transport to Work Survey Findings (CK)</p> <ul style="list-style-type: none"> Received 55 responses to Transport to Work Survey with some interesting data: <ul style="list-style-type: none"> 60% don’t currently have a driving licence; Half can’t afford to maintain a car; People willing to drive further for employment if necessary; 30% unable to work due to lack of available transport; 28% leave employment due to not being able to afford transport. Survey still open and working with ESF providers and DWP to promote. When closed will work with Transport colleagues to look at future funding. 	
<p>Date of next meetings:</p> <ul style="list-style-type: none"> 9 February 2pm to 4:30pm 13 April 2pm to 4:30pm 8 June 2pm to 4:30pm 12 October 2pm to 4:30pm 7 December 2pm to 4:30pm <p><i>Please note that the ESB are currently meeting virtually (via Microsoft Teams).</i></p>	
<p>Actions from previous meeting 16 June 2021</p> <ol style="list-style-type: none"> Representative from Housing be invited to update to the December ESB meeting to update on Housing Strategy. <p>Actions from today’s meeting 13 October 2021</p> <ol style="list-style-type: none"> LEP Executive to circulate all written member updates with the Minutes. EN to share sector vacancies with LEP Executive Team. 	<p>SS</p> <p>DO</p> <p>EN</p>

Meeting finished at 1610