

South East LEP Skills Advisory Panel  
5<sup>th</sup> September 2019, STEM Learning, London

# Minutes and Actions



## Attending

Louise Aitken (LA), South East LEP  
 Carol Anson-Higgs (CAH), Essex Provider Network (*for LEP area provider networks*)  
 Holly Aquilina (HA), East Sussex County Council (*for LEP area local authorities*)  
 Adam Bryan (AB), South East LEP (*presenting*)  
 Helen Clements (HC), Morgan Sindall (*construction sector lead*)  
 Amy Ferraro (AF), South East LEP  
 Leonardo Gagliano (LG), Hilton Group (*hospitality sector lead*)  
 Kirsty Hawkins (KH), Social Enterprise Kent (*VCS sector lead*)  
 Trevor Hutchinson (TH), DP World (*logistics sector lead*)  
 Iain Hawthorn (IH), HSBC (*finance sector lead*)  
 Jeremy Kerswell (JK), Plumpton College (**Vice Chair**)  
 Angela O'Donoghue (AoD), South Essex College (**Vice Chair** – *Chair today on behalf of Colette Bailey*)  
 Helen Russell (HR), South East LEP (*presenting*)  
 Ajay Sharman (AJ), STEM Learning (*hosting and link to LEP Digital Skills Partnership*)  
 James Sharples (JS), Couno (*Opportunity South Essex lead*)  
 Paul Winter (PW), Wire Belt Company Limited (*Kent & Medway Skills Commission lead*)  
 Kate Stinton (KS), GGN UK / Bradwell B  
 Jo Nolan, Screen South (*creative sector lead*)  
 Guy Hazlehurst, EDF Energy / Bradwell B (*energy sector lead*)


## Apologies

Liz Austin, MAG London Stansted Airport (*aviation and tourism lead*)  
 Colette Bailey, Metal (**CHAIR** and *LEP Board Lead*)  
 Ana Christie, Sussex Chamber of Commerce (*SME Lead*)  
 Samantha Desforges, Berry Gardens (*food and land-based sector lead*)  
 Michael Ratcliffe, Kent Association of Training Organisations (represented by CAH)

AGENDA ITEM / NOTES	ACTION/ PAPER
<b>Introductions</b>	
Acting Chair AOD for the meeting welcomed everyone and invited them to say a few words. An overview of all members and roles will be produced for the LEP website further to the biographies being gathered. Sector and local area representation has been reflected in the minutes also for clarity.	

<h2>Welcome to STEM Learning</h2>	
<p>AS welcomed members to STEM Learning’s facilities and provided an overview of work they are involved in, including STEM Ambassadors and school outreach. A copy of AS’s presentation is attached.</p>	 <p>STEM Learning Presentation SELEP05I</p>
<h2>Welcome to the new Skills Advisory Panel</h2>	
<p>LA thanked all members for their agreement to be part of the Skills Advisory Panel (SAP) and set out the purpose and remit as provided by the Department for Education (DfE). The SAP includes some funding which has enabled the recruitment of a Data Analyst to support the Panel’s work and will be starting soon. An analytical toolkit will be produced, to be available on the LEP website.</p> <p>LA noted that the LEP has an existing Skills Strategy which provides a good starting point for discussion, sector focus and also track record of responding, through initiatives such as the Digital Skills Partnership and current Tutor Bursary programme and awareness raising campaign.</p> <p>Further information on these is available at:</p> <ul style="list-style-type: none"> <li>• Skills Strategy and evidence base: <a href="https://www.southeastlep.com/our-strategy/skills/">https://www.southeastlep.com/our-strategy/skills/</a></li> <li>• Digital Skills Partnership: <a href="https://www.southeastlep.com/our-delivery/digital-skills-partnership/">https://www.southeastlep.com/our-delivery/digital-skills-partnership/</a></li> <li>• Tutor bursary: <a href="https://www.fesussex.org.uk/current-projects/">https://www.fesussex.org.uk/current-projects/</a></li> </ul> <p>The SAP will be supported by the Skills Advisory Group (name to be updated) which meets the same day and includes representation from local authorities, providers, colleges, universities and voluntary sector.</p> <p>LA also noted that Colette Bailey of Metal and LEP Board member will be the Chair for the group. Confirmation is also due on representation from Skills East Sussex and the new Essex Business Board (name of Board TBC) but tentatively this is due to be Lindsey Haywood of Konica Minolta. Public Health England are in the process of confirming representation and a care company representative from East Sussex is to be confirmed also.</p> <p>Further information is contained within the attached PowerPoint slides.</p>	 <p>SAP Presentation 5th Sept.pdf</p>
<h2>Working arrangements for the SAP</h2>	
<ul style="list-style-type: none"> <li>• <i>Draft terms of Reference</i> – LA and AF gave headlines for the Terms of Reference to be agreed with the Department for Education. These cover aspects such as delivery against the national LEP accountability framework, members joining and leaving and conflicts of interest. LA will circulate the Terms of Reference for sign off at the next meeting.</li> </ul>	<p><b>ACTION:</b> LA to circulate draft Terms of Reference for the SAP</p>

<ul style="list-style-type: none"> <li>• <i>Meeting regularity</i> – members agreed that they would like to meet again on 10<sup>th</sup> October to agree priorities and burning issues following which the SAP would move to quarterly meetings in 2020.</li> <li>• <i>Member biographies</i> – LA thanked members who have started to return their biographies and photos and confirmed that these would be used to build up SAP presence on the LEP website. LA provided examples of how this information could be used based on similar profiles.</li> <li>• <i>Reaching out to employers</i> – LA noted the high level of interest there had been in the SAP from employers. It was agreed that a meeting with the wider business community annually or bi-annually would be appropriate to ensure engagement. Additionally, paperwork will be published on the SELEP website to ensure the SAP is open and transparent.</li> </ul> <p>See attached PowerPoint slides (with previous item).</p>	<p><b>ACTION:</b> LA to secure London venue for 10<sup>th</sup> October meeting</p> <p><b>ACTION:</b> All members to return biographies</p>
<p><b>The Skills Advisory Panel and SELEP</b></p>	
<p>SELEP’s CEO AB reiterated thanks to members for their time and commitment to the SAP and that skills is a headline priority for the LEP. AB noted that it was timely in terms of feeding into the LEP’s Local Industrial Strategy and building on the successfully launched Skills Strategy. AB also noted that issues discussed would also achieve good profile nationally, via the LEP network and government.</p> <p>AB also spoke about the broader role of the LEP and the geography:</p> <ul style="list-style-type: none"> <li>• Established since 2011, to drive economic growth</li> <li>• 4.2m people in LEP geography – bigger than Croatia!</li> <li>• 8 ports and 9 universities and key developments such as the Lower Thames Crossing, Bradwell B and Garden Communities</li> <li>• Federated model, so working with local business boards and also local stakeholders such as FSB and Chambers of Commerce</li> <li>• A lot of scrutiny from government and with an excellent governance and transparency arrangements in SELEP</li> <li>• £600m Local Growth Funding to date and £180 EU as well as £80m Growing Places loan scheme</li> <li>• More focus on skills type programmes in recent years.</li> <li>• Sector Support funding for pilot and local schemes (such as the tutor bursary programme)</li> </ul> <p>AOD noted the importance of ensuring the SAP has access to funding and isn’t a talking shop.</p> <p>TH asked what influence the SAP would have with government. LA noted that DfE will be available to attend meetings and it is expected that the analytical toolkit will inform local provision. Further bids such as those outlined above would also be possible via the SAP.</p>	

<p>GH suggested that members should consider their burning issues to be set out to government. LA confirmed that headline issues could be put into a document or letter to government, confirming priorities following the first SAP meetings.</p>	
<b>SELEP's forthcoming Local Industrial Strategy</b>	
<p>HR provided a presentation (attached) on the Local Industrial Strategy, for which a consultation is underway. This is focused on productivity and growth. It is therefore timely for members to feed into this which will be used to inform LEP wide priorities for future and ultimately be a co-designed document with government.</p> <p>Members agreed that issues such as careers advice, knowledge of support and digital skills cut across all sectors. HR noted that skills had been raised in virtually all discussions around the consultation so will be well reflected. Leadership and management has also been a headline area of concern. TH reiterated that as an employer he's been bombarded with initiatives. It was agreed that the Data Analyst could start mapping out the various programmes and support.</p> <p>Members agreed that HR should attend the next meeting in order that burning issues can be reflected in the strategy and also inform the work of the SAP going forward.</p>	<p><b>ACTION:</b> All members to consider their priority issues for discussion at 10<sup>th</sup> October meeting/ HR to attend</p> <div style="text-align: center;">         LIS Engagement-SAP        5.9.19.pdf     </div>
<b>Areas of priority / focus for future meetings</b>	
<p>HC noted that the tutor shortage issue was a key issue and bottleneck in training so further support for this would be positive.</p> <p>JS and TH noted the ability of digital and virtual reality to tackle shortages particularly those faced by most sectors such as awareness raising. DP World working with Essex and Thurrock Councils has successfully developed a package showcasing the logistics sector through VR. LA noted she'd seen this used to great effect at careers fairs and events.</p> <p>HA noted that the demise of level 2 business administration apprenticeships was of concern. HC confirmed that this was a concern.</p> <p>IH noted how positive the STEM learning material circulated was and that it would be positive to have something similar, such as infographics and key principles.</p> <p>LA suggested a quick win could be to produce such information showcasing the sectors locally and featuring members. <b>POST MEETING NOTE:</b> DfE have confirmed we can use some of the SAP budget to produce something like this.</p>	<p><b>ACTION:</b> LA to explore production of key info / sectors showcasing SAP and members</p>