

DRAFT

## MINUTES

### DORSET LOCAL ENTERPRISE PARTNERSHIP SKILLS BOARD AND SKILLS ADVISORY PANEL

19th SEPTEMBER 2019 FROM 9.00 PM TO 11.00 PM

ARTS UNIVERSITY BOURNEMOUTH BOARDROOM

#### Board Attendees:

Emma Hunt, AUB, Chair  
 Nigel Evans, Weymouth College (NE)  
 Diane Grannell, Bournemouth and Poole College (DG)  
 Rod Davis, Dorset and Somerset Training Providers (RD)  
 David Walsh, Dorset Council (DW)  
 Angela Piromalli, Rock Recruitment (AP)  
 Julie Currin – for Lesley Haig AECC (JC)  
 Professor Nigel Jump, BU (NJ)

#### Also Present:

Kavita Hayton, DLEP Skills Contract Manager (KH)  
 Helen Stevenson, DLEP Career Hub Manager (HS)  
 Martina Hanulova, DLEP Programme Manager (MH)

#### Invited attendees

Sandra Rothwell, consultant (SR)  
 Shane Vallance, consultant (SV)  
 David McArthur, Department for Work and Pensions (DM)

#### Apologies:

Adrian Trevett, BCP  
 Nicola Newman, Private DLEP Board member  
 David Lawrence, DLEP Operations and Governance  
 Dean Livesey, Hall and Woodhouse  
 Luke Rake, Kingston Maurward College  
 Jim Andrews, Bournemouth University  
 Lesley Haig, AECC University College Lesley Haig

Item	Welcome and introductions	Action
1	<p>The Chair welcomed everyone to the meeting and invited attendees to introduce themselves.</p> <p>Apologies were received as noted above.</p> <p>The Minutes were agreed as an accurate reflection of the July 2019 meeting. No matters arising.</p>	
2	<b>Introduction to the LEP, governance &amp; skills team structure</b>	
2.1	<p><b>Dorset LEP Skills Board (SB) and Skills Advisory Panel (SAP)</b></p> <p>The meeting opened with a proposal by the Chair to merge the Skills Board and the Skills Advisory Panel into one group called the Dorset Skills Advisory Panel and Board.</p>	

<p>2.2</p>	<p>The Chair gave several pragmatic reasons why this would be the most effective way of meeting LEP strategic requirements and the funding requirements of the SAP. It was noted that the SAPB should also be business led as per the DFE's guidelines. The merger will offer an opportunity to have both parties around the same table – for practical and strategic reasons.</p> <p>It was explained that although new employer representatives were being sought to meet the given guidelines and terms of reference for the SAP, it was important to have this inaugural meeting to progress important discussions and to meet deadlines for reporting.</p> <p>The Chair gave a concise description of the term 'skills' in the light of LEP priorities and the Department for Education Local Industrial strategy and asked that members to keep this description in mind in our ongoing discussions.</p> <p>The Chair noted that the delivery of the Dorset skills agenda will be enabled through the Dorset LEP Skills Advisory Panel and Board whose primary focus will be:</p> <ul style="list-style-type: none"> <li>• To provide the collective leadership and a strategic steer for skills and employment activity across Dorset.</li> <li>• To support the growth of an inclusive economy with a highly skilled workforce where skills and employment provision meets business need and the aspirations of individuals.</li> <li>• To oversee the development of a skills and employment system to help enable business growth and enhance the employment and progression prospects for individuals working and living in Dorset.</li> </ul> <p>The Skills Advisory Panel and Board's Terms of Reference proposal is that at least 5 members of the Panel are drawn from the business community. The members were informed that Dorset LEP commenced the recruitment for the Skills Advisory Panel over the summer period. The recruitment is currently ongoing and the application deadline is 31 October. All Panel members are encouraged to support Dorset LEP with the recruitment of additional panel members and the Chair asked the councils in particular to assist in finding private sector members.</p> <p>DG raised the need to link with industry cluster groups and asked whether representatives from those groups make appropriate members for the SAPB.</p> <p>RD noted that the SAPB should be sensitive to geography which was endorsed by the Chair.</p> <p>SR confirmed that the SAPB focus would be strongly on Dorset but it was important to have knowledge of activity in other regions and nationally.</p> <p><b>Members recommended the merger of the Dorset Skills Board and the Skills Advisory Panel for LEP Board approval.</b></p> <p><u>Dorset LEP skills team update</u></p> <p>MH introduced the recent appointments to Dorset LEP Skills executive team in support of the development and implementation of the Dorset skills agenda:</p>	
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<p>2.3</p>	<ul style="list-style-type: none"> <li>• David Lawrence, Governance and Operations</li> <li>• Kavita Hayton, Skills Contract Manager</li> <li>• Helen Stevenson, Careers Hub Lead</li> <li>• Janek Taranawski, Careers Hub Coordinator</li> <li>• Mira Koseva, Skills Analyst</li> </ul> <p><u>Dorset LEP governance</u> MH presented an organisational chart of the LEP board and its sub boards noting that the Skills Advisory Panel and Board is a sub-committee of the Dorset LEP Board and reports directly to the main LEP Board through the Chair.</p> <p>The role of all sub-committees is to provide strategic direction to the Dorset LEP Board on key areas.</p> <p>Each sub-committee is chaired by a Dorset LEP Board member and has its own Terms of Reference. Any recommendations made by sub-committees are formally approved by the Dorset LEP Board.</p>	
<p><b>3</b></p>	<p><b>Terms of Reference for the Dorset LEP Skills Advisory Panel and Board</b></p>	
<p>3.1</p>	<p>The Chair introduced the newly proposed Terms of Reference (ToR) for discussion by members. It was noted that two versions had been circulated to demonstrate the changes made since July.</p> <p>The Chair reminded members that the overall ambition of the Skills Advisory Panel &amp; Board was a panel that:</p> <ul style="list-style-type: none"> <li>• Brings together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges.</li> </ul> <p>The Chair presented an overview of the remit and responsibilities of skills advisory panels as defined by DfE to frame the discussion.</p> <p>The members noted that there were some small changes to be made to the ToR. The final version will be circulated to members for final approval through Written Procedure.</p>	<p>KH to circulate a final ToR for agreement through Written Procedure by 30<sup>th</sup> September.</p>
<p><b>4.</b></p>	<p><b>Skills Analysis</b></p>	
	<p>This research was commissioned by DfE to complete a comprehensive research and analysis of the Dorset skills and labour market position. In July 2019, Shane Vallance, Moor Economics, was recruited as a consultant to develop the skills analysis.</p> <p>It was noted that the initial findings will need to be shared with DfE in October 2019 with the completion of the analysis being due between January and March 2020.</p> <p>The analysis will:</p> <ul style="list-style-type: none"> <li>• Underpin the 'People' element of the emerging Dorset Local</li> </ul>	

	<p>Industrial Strategy.</p> <ul style="list-style-type: none"> <li>• Assess the labour market and skills system in Dorset and identify skills and employment priorities.</li> <li>• Create an analytical framework to determine the types of skills and employment priorities needed to improve their economic efficiency.</li> <li>• Set out an evaluation and monitoring framework to assess whether the priorities identified and acted upon are effective in assisting sustainable growth and development in economic performance.</li> </ul> <p>SV presented the initial skills analysis for discussion inviting recommendations from members on next steps.</p> <p>The presentation raised many points of discussion from members, in particular around: productivity and how it can be described and measured from a local perspective; the demise of adult education; the need to focus on social mobility and the issue of upskilling and replacement vacancies. Points of terminology used were raised (for example: what does 'schools' mean, should we say 16-18 education and there were requests to 'finesse' the data to give an even sharper view.</p> <p>There was some discussion about the need to integrate messages between the Skills Analysis and the draft Local Industrial Strategy and SV and SR agreed this was already in hand.</p> <p>Shane's work on the Skills Analysis was welcomed by the SAPB and members were asked to email any proposals for sharpening or interrogating the data. (Members are asked to CC Kavita Hayton in these emails.)                  shanevallance@btinternet.com                  khayton@bournemouth.ac.uk</p> <p><b>Members noted the progress in the development of the Skills Analysis</b></p>	<p>Members to email SV and cc KH with suggestions for the Skills Analysis as soon as possible</p>
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<b>5. Local Industrial Strategy</b>	
	<p>SR presented a briefing and an update report on the development of Dorset's Local Industrial Strategy (LIS).</p> <p>The report covered two key areas: Section 1 was an overview of the 'people' elements of the draft Dorset LIS evidence base and initial 'deep dive' activity, outlining key considerations in relation to the Dorset economy. Section 2 identified headline areas of analysis and overview to support a logic chain approach to the development of a 'people plan' for the Dorset LIS.</p> <p>The 'people' productivity foundation is both a stand-alone priority and a 'cross-cutting' agenda throughout the LIS.</p> <p>It was noted that although the compulsory completion of Local Industrial Strategies is not linked to direct funding the LIS will form a framework for Government investment in the future.</p> <p>There was a wide-ranging discussion on the data presented and on the initial findings and on early areas of focus and there was an acknowledged strong intersection with the Skills Analysis of the previous paper. The proposed areas of</p>

	<p>focus were:</p> <p>Future economy skills needs – meeting future labour market demand.</p> <p>Current employer and individual engagement in skills and training – improving our current workforce at all levels.</p> <p>Supporting those furthest from the labour market – improved skills as a means to economic inclusion.</p> <p>Pathways to future careers – working with young people to raise aspiration and encouraging enterprise and work readiness</p> <p>SR asked the members to give feedback on the proposed areas of focus mentioned in the LIS paper (sandra@rothwellpoint.com)</p> <p><b>Members noted the progress in the development of the 'People' section of the Local Industrial Strategy</b></p>	<p>Members to email SR and cc KH with further feedback on the current draft LIS by 30<sup>th</sup> September</p>
<b>6.</b>	<b>Dorset Careers Hub</b>	
	<p>Helen Stevenson introduced herself as the new Dorset LEP Careers Hub Lead. HS also informed members of the appointment of a Careers Hub Co-ordinator, Janek Taranawski who will start on September 23rd. HS ensured the SAPB that the new team will be rapidly moving the Careers Hub programme forward, working with the wider Enterprise Advisor Network Team to support the achievement of the national Gatsby [career] Benchmarks across Dorset. The plans to better integrate the careers offer across Dorset was welcomed by the SAPB.</p> <p>HS informed members about the official launch of Dorset Careers Hub on <b>Friday 8<sup>th</sup> November 2019 in Weymouth</b>. More information will be shared with SAPB in due course to update on progress.</p>	
<b>7.</b>	<b>Skills Capital Update</b>	
	<p>MH informed members about the positive progression of the Skills Capital Project awards. As of 12th September, the four skills capital projects awarded to Weymouth College, Arts University Bournemouth, Kingston Maurward College and Bournemouth and Poole College have progressed through the due diligence process. Upon successful completion of the due diligence stage, a recommendation will be sought from the LEP Board to fund the projects. It is expected that Dorset LEP Board will approve these projects at the 7<sup>th</sup> October LEP Board meeting.</p>	
<b>8.</b>	<b>Date of next meeting</b>	
	Next meeting 7 <sup>th</sup> November, 9.00 – 11.00 Dorchester Council	