

DORSET LEP SKILLS ADVISORY PANEL & BOARD MEETING COVER SHEET

Meeting Date	7 th Nov 2019	Item Number	
Security Level:	Confidential <input type="checkbox"/>	Commercially Sensitive <input type="checkbox"/>	Unclassified <input checked="" type="checkbox"/>
Paper Title	Dorset LEP Skills Advisory Panel & Board		
Recommendation	<ol style="list-style-type: none"> 1. To note actions taken and matters arising from the minutes of September 19th 2019 2. Members to approve the proposed name of the Dorset Careers Hub Steering Group and its Terms of Reference and membership. 3. Members to note the progress of the Local Industrial Strategy and Dorset Skills Plan. 4. Members to propose appropriate national or local speakers to address the content of the emerging Skills Plan 5. Members to note the dates for 2020 meetings 		
Papers are provided for:	Decision <input checked="" type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Information <input checked="" type="checkbox"/>

Agenda item #1:

Chair - Welcome and introduction

Introduction of Mira Koseva the new Skills Analyst based in the Skills team of Dorset LEP who will be working closely with Skills analysis external consultant Shane Vallance.

Agenda item #2

Action notes from September & matters arising - See **Annex 1**

The Skills Advisory Panel and Board to note actions taken and completed from the September 19th 2019 Skills Board meeting.

Items to note

The following updates are to note (except Careers hub Steering group Terms of Reference)

Agenda item #3

CEC EAN and Careers Hub update - See **Annex 2**

Members please note a short refresher paper on the structures behind the Dorset LEP Careers Hub.

Hub Launch agenda - See **Annex 3**

Members please note the final agenda for the launch at Weymouth & Portland Sailing Academy.

Agenda item #4

Careers Hub Steering Group - ToR and membership - See **Annex 4**

KH to introduce ToR. Members to agree the proposed Terms of Reference for the Steering Group.

The Careers and Enterprise Company would like us to expedite this ToR as soon as possible. Their expectation is that we have one Careers Hub Steering Group meeting before Christmas.

It is proposed to invite the lead from the Hub Bid to be the Chair of the Steering Group (Principal of Weymouth College - Luke Rake).

Other things of note in the ToR:

- Proposed Membership
- 5 members to be quorate
- Frequency of meetings – proposal 2 weeks before SAPB?

Agenda items #5

SERCO employers survey update - verbal

KH to report on timeline is as follows:

- SERCO to put research project out to tender now.
- Research Company chosen by end of November.
- Meeting with Research company and Dorset LEP Skills team to discuss employer questions - Early December.
- Employers approached during January.
- Research completed end of February.
- Report on findings to SAPB May SAPB meeting.

Agenda items #6

Capital Skills Projects

DL to report on progress of Capital Skills projects

Items for discussion

Agenda items #7

Skills Analysis and LIS update - See **Annex 5**

- Evidence Summary for Skills Advisory Panel
- Emerging LIS 'People' section

SV to present his final report on external Skills analysis research project and to demonstrate evidence sources to underpin Local Industrial Strategy. SVs report to go to DfE imminently. Analysis and headlines for discussion by members.

Key content from the slides:

Headlines are:

- Current labour market defined by 'near full employment conditions'
- Leading to competitive conditions for businesses (recruitment/retention) into skilled and technical roles
- Issue overlaid by other factors such as demographic structure, and labour mobility (house prices)

- Clear differences in educational attainment and post-education outcomes for disadvantaged students
- Cuts in adult education budgets appear to have constrained one of the key 'routes' to addressing social mobility (adult training) – dichotomy with LIS intentions?
- Highly qualified-lower productivity characteristics similar to other rural areas (lifestyle factors/decisions & skills utilisation part of the conundrum?)

Questions for the Board:

- Anything missing from the evidence?
- Do you agree with the analysis?
- Do the 'big issues' feel right?
- Anything to add/change on the focus for improvement?
- Are the priority actions the right areas to start with the People & Skills Plan?
- Headline KPIs?
- Does the timeline look about right? Any milestones missing?

Role of the SAPB

- Terms of Reference agreed in September 2019.
- Key actions for 2019 and Q1 2020:
 - Oversee/check final evidence analysis
 - Review LIS People section (and wider document – see consultation).
 - Oversee development of Dorset People & Skills Plan.
 - Monitor progress of delivery April 2020+

Agenda items #8

Local/National skills initiatives - See **Annex 6**

KH to put forward three initiatives for members to consider in the light of emerging Dorset Skills Plan.

1. University of the Land – a very early proposal in a draft Great South West Prospectus draft. Are members' associations already involved? Is there opportunity for HE and FE in Dorset to get involved?
2. Aviation Skills Partnership with Solent University but based in Dorset. Are members' associations already involved? Is there opportunity for HE and FE in Dorset to get involved?
3. Institutes of Technology – Any appetite in Dorset? There is some history.

Agenda items #9

Proposed speakers for 2020 to align with the Dorset Skills Plan- verbal

Chair – members are requested to propose speakers either for a SAPB meeting or a special SAP meeting to focus on the Dorset Skills Plan. Are there innovative, lateral thinkers who can move the skills agenda forward to assist the SAP in delivering actions against the early findings of the LIS?

Agenda items #10

Dates of 2020 meetings

Members please note the dates already in the diary and make a decision about the desirability or otherwise of holding a July meeting before the summer break