

DRAFT

## MINUTES

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

7<sup>TH</sup> NOVEMBER 2019 FROM 9.00 PM TO 11.00 PM

#### DORCHESTER COUNTY HALL BOARDROOM

##### Board Attendees:

Emma Hunt, AUB, Chair (EH)  
 Adrian Trevett, BCP (AT)  
 David Walsh, Dorset Council (DW)  
 Nicola Newman, Private DLEP Board member, Ansbury Guidance (NN)  
 Luke Rake, Kingston Maurward College (LR)  
 Rod Davis, Dorset and Somerset Training Providers (RD)  
 Lesley Haig AECC (JC)

##### Also Present:

Kavita Hayton, DLEP Skills Contract Manager (KH)  
 Mira Koseva, DLEP Skills Analyst (MK)  
 David Lawrence, DLEP Operations and Governance (DL)

##### Invited attendees

Shane Vallance, consultant (SV)

##### Apologies:

Dean Livesey, Hall and Woodhouse  
 Jim Andrews, Bournemouth University  
 Nigel Evans, Weymouth College  
 Angela Piromalli, Rock Recruitment  
 Diane Grannell, Bournemouth and Poole College  
 Professor Nigel Jump, BU

Item	Welcome and introductions	Action
1	<p>The Chair welcomed everyone to the meeting and invited roundtable introductions of attendees.</p> <p>Mira Koseva was introduced as the new Skills Analyst joining the Dorset LEP team in support of the development and implementation of the Dorset skills agenda and the work of the SAPB.</p> <p>Apologies were received as noted above.</p>	
2	<b>Minutes, Actions and Matters Arising</b>	
	<p>The Minutes were agreed as an accurate reflection of the previous meeting and KH followed up on actions taken and completed.</p> <p>No matters arising.</p>	
3	<b>Careers &amp; Enterprise Company Enterprise Advisor Network and Careers Hub</b>	

<p>3.1</p>	<p><b>Careers &amp; Enterprise Company (CEC) Enterprise Advisor Network (EAN) Update</b> KH presented a briefing paper on the development of the Careers Hub including a contextual description of its history in Dorset.</p> <p><b>Careers Hub Progress and Launch</b> KH updated members on the Careers Hub progress since the last board meeting in September:</p> <ul style="list-style-type: none"> <li>• Careers Hub Lead has established contact with the Enterprise Coordinators and their line managers at the councils.</li> <li>• Meetings completed with CEC representatives to gain data, advice and examples of good practice from across the country.</li> <li>• Hub implementation plan is in place.</li> <li>• Dorset LEP Hub Launch planned for November 8<sup>th</sup> 2019 - to share a vision of exciting careers interventions with Hub schools in collaboration with Dorset's Cornerstone Employer community. There have been 85 sign ups to the launch.</li> <li>• Enterprise Co-ordinators have schools allocated and drawn into a centralised model around the Dorset LEP's strategic skills agenda bringing together careers support with cutting-edge skills analysis.</li> </ul>	
<p>3.2</p>	<p>The Careers Hub Launch event agenda was included in the meeting documentation for information and KH updated the group that changes were required to be made to the agenda ahead of the upcoming General Election and the rules of Purdah.</p> <p><b>Members acknowledged the work and progress made on the Careers Hub implementation and launch.</b></p>	
<p><b>4</b></p>	<p><b>Dorset Careers Hub Steering Group – Terms of Reference (ToR) and Membership</b></p> <p>KH informed the members that a new steering group will be created to provide governance and leadership to the Dorset Careers Hub. KH introduced the proposed group, its Terms of Reference and membership in order to frame the discussion explaining the overall purpose of the group was to:</p> <ul style="list-style-type: none"> <li>• Steer the strategic direction, advise on the scope, provide operational advice, and manage change, directing the programme of activity within agreed constraints including expenditure.</li> <li>• Report directly into the Skills Advisory Panel and Board and therefore the meeting schedule should be coordinated.</li> <li>• Oversee the delivery against the specific outputs contained in the Dorset Careers Hub proposal as outlined in the conditions of funding.</li> </ul> <p>Members discussed the membership and the importance in ensuring continuity and transparency between the groups and it was proposed and agreed that Luke Rake, Kingston Maurward College would assume the role of a Chair for the group RD also suggested that other providers should be included within the representation as well.</p>	<p>KH to amend ToR to include a Training Provider as a member</p>

	<p>KH informed the group that first CEC have advised a first meeting to be scheduled before the end on the year.</p> <p><b>Members approved the proposed name and Luke Rake agreed to assume the role of Chair</b></p>	<p>KH and LR to schedule first meeting</p>
<b>5</b>	<b>SERCO Employers Survey</b>	
	<p>KH gave an update on the expected timelines for completion of the SERCO Employers Survey commissioned by the Education and Skills Funding Agency.</p> <p>The aim of the research project was to gain a better understanding of some of the barriers that DLEP area employers face when trying to increase the skill levels of existing employees, along with a better understanding of what skills and training employers need, and the impact of digital skills across their businesses.</p> <p>The timelines SERCO is working towards are:</p> <ul style="list-style-type: none"> <li>• Research project out to tender - currently</li> <li>• Research Company chosen by end of November</li> <li>• Meeting with Research company and Dorset LEP Skills team to discuss employer questions - Early December</li> <li>• Employers approached during January</li> <li>• Research completed end of February</li> <li>• Report on findings to SAPB May 2020 meeting</li> </ul> <p>The Chair requested that as beneficiaries of the research the members of the Board have an oversight of the questions and recipients of the survey and ensure that a representative sample of businesses in the local areas is achieved.</p> <p>AT also noted that coordinated approach should be ensured as local employers and training providers might be approached with other information requests at this time of the year which might negatively affect participation and LH proposed that once the survey is opened all members should tap into their networks and encourage employers to take part. KH explained that due to funding limitations the research proposal, survey questions and scope of the survey might be difficult to influence as were described by SERCO as “set in stone” but an overview of the commissioning proposal will be circulated.</p> <p><b>Members recommended an oversight of the survey and recipients, as well as coordinated distribution approach with the councils.</b></p>	<p>KH to circulate an overview of the research proposal</p> <p>AT to advise on any known clashes with other data information requests</p>
<b>6</b>	<b>Capital Skills Projects</b>	
	<p>DW updated on the board on the progress of the Capital Skills projects all of which were in the process getting signatures from award recipients.</p>	
<b>7</b>	<b>Skills Analysis and Local Industrial Strategy</b>	
7.1	<p><b>Skills Analysis Update</b></p> <p>SV presented some initial key findings from the Skills Research Evidence and the emerging priorities for the ‘People’ section of the Local Industrial Strategy. These pieces of evidence base will be submitted to DfE for</p>	<p>All – further ideas and suggestions to be sent to KH</p>

7.2	<p>feedback later in November. The skills analysis has thus far highlighted the following findings:</p> <ul style="list-style-type: none"> <li>• Labour market of 'near full employment'</li> <li>• Competition to recruit/retain for skilled/technical roles</li> <li>• Marked changes to demographics, labour mobility (house prices), talent mismatch and underutilisation</li> <li>• Attainment and outcome gaps for disadvantaged students</li> <li>• Fall of adult learning through FE participation</li> <li>• Highly qualified-lower productivity characteristics</li> <li>• Shifting skills profiles for the future</li> <li>• Drops in Apprenticeships</li> </ul> <p><u>Skills Analysis Findings Discussion</u></p> <p>The findings raised a number of <b>discussion points</b>, in particular around:</p> <ul style="list-style-type: none"> <li>• <i>Decline in adult education participation</i>– RD noted that eligibility changes have further constrained utilisation of the available budget and concerns were raised by LR with regards to future ability of FE providers to sustain quality of provision and maintain staffing levels.</li> <li>• It was noted by the Chair that <i>utilising and unlocking the potential</i> of underutilised skills given the increased demand through providing flexible working solutions across sectors could be an avenue to explore further with employers.</li> <li>• <i>Barriers, complexities of the system and required resources</i> should also be understood as suggested by LH and RD on the uptake as well as the provision of certain qualifications and learning opportunities such as apprenticeships by different providers, employers, age groups and target learners.</li> <li>• <i>ESF performance against funding</i> is crucial part considered for future investment as mentioned by AT</li> <li>• DW noted that ensuring a robust research evidence would allow the region to prepare for devolution of funding and ensuring the funding is directed intentionally</li> <li>• The Chair reinforced the message that any <i>identified synergies</i> between emerging priorities and the wider commitments of education providers (such as widening participation and access or knowledge exchange, research and innovation) with businesses should be brought together within the LIS narrative and tackled in collaboration to avoid duplication.</li> </ul> <p><b>Members noted the progress in the development of the Skills Analysis.</b></p> <p><b>Local Industrial Strategy (LIS) Update</b></p> <p>The Chair led the Local Industrial Strategy (LIS) update and discussion on behalf of Sandra Rothwell to help integrate messages between the Skills Analysis and the LIS to allow the skills evidence to come through within the strategy and the headline priorities.</p> <p>The Chair gave a brief background for the foundations and challenges set out to be tackled within the Local Industrial Strategy (LIS). The Dorset LIS is</p>	
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progressing as planned with the evidence base published and further deep dive research completed in particular areas of interest. The headlines and priorities are being currently opened for a wider consultation. Subject to approval, the Dorset LIS is to be published in early 2020 and will become the basis of the Dorset People & Skills Plan to be created by March 2020.

#### Main challenges

Weakened growth, gap between areas within the DLEP area.

In terms of skills projections Dorset is facing a generational 'time bomb' with aging population and high replacement/ recruitment demand.

#### Headline priorities offered for discussion

- Demand-led skills programme
- Addressing replacement labour demand in skills sets
- Inclusion programme targeting place and interest. Bespoke programme to unlock 'older talent'
- 'Talent attraction' to Dorset
- Innovative resourcing: devolution and pooling of skills budget; review of landscape and best models of delivery; identify 'skill delivery leaders' in priority clusters

The group was in general agreement on the priorities as outlined with a number of **discussion and clarification points** raised:

- NN and LR raised the need to better understand *the characteristics of the "home-grown talent pipeline"* – the talent and skills that are available to be "unlocked" and should also be nuanced and differentiated around the question of age and other specifics such as lifestyle in relation to the "living well for longer" agenda.
- LR mentioned that mere *matching supply to demand is not straightforward* where motivations are excluded as a variable – with certain jobs of high demand that are unattractive (care for example) for the available workforce; so while it is expected that market forces will play a role other interventions should be sought in making these jobs more attractive, improving productivity, shifting the pipeline profile to older workforce.
- RD spoke about understanding whether there is a *proportion of people who are "underemployed"*, i.e. underutilised, or working less hours than desired who through upskilling could be included in the pipeline. SV explained that evidence of "underemployment" is problematic due to limitations of the ONS definition.
- LR questioned the estimation of the scale of the *predicted demand* of replacement and recruitment.
- AT felt that a *skills and talent development and availability proposition* should be an element of a Dorset "prospectus" to attract new businesses to the area; also the focus should be on not only attracting but also on *retaining business* locally where skills gaps might drive them out of the area.
- LH and EH spoke about the people who are *occupied* rather than employed – such as caring and volunteering in different life stages – and again linked into the wellbeing and preparing to fulfil meaningful role as part of a life affirming and social prescribing role and what is the value if this work.
- A discussion around the *devolution* of adult education budgets highlighted the further need to work in collaboration for the "greater good" across FE, HE sectors. Also understanding eligibility

	<p>requirements and ability to change the rules to maximise the ability to utilise funding.</p> <ul style="list-style-type: none"> <li>SV mentioned <i>accessibility</i> as one of the issues related to drop out rates and it was agreed that accessibility should prevail over protectionism across and outside of the geographical areas of the LEP. DL felt that as part of the accessibility of opportunities further exploration is to be done on the role of e-learning for adult learners in rural areas.</li> <li>LH mentioned good practice interventions on keeping the talent that we produce locally through a variety of tools to attract them to remain.</li> <li>EH noted the expectation of demographic peak coming through into schools and HE and LR questioned whether this will have effect on the local area – particularly in rural areas.</li> <li>RD inquired whether coastal community has any links to deprivation locally – both positive and negative impact.</li> <li>AT felt that the sense of journey within these documents is yet to transpire – including the description of the current skills landscape, the proposed interventions and the resulting vision for the future and how this will be attractive for investment and growth. EH suggested that this work will fall within the remits of the Skills Plan and DL agreed that the LIS should have the “hooks” for this vision and bring a degree of excitement.</li> </ul> <p><b>Members noted the progress in the development of the Local Industrial Strategy</b></p>	<p>SR to add Accessibility to learning opportunities to Priorities in the LIS</p>
<b>8</b>	<b>Local/National skills initiatives</b>	
	<p><b>A few initiatives were briefly introduced:</b></p> <ul style="list-style-type: none"> <li>University of the Land – LR briefly spoke about this concept of enhancing education in the area of agriculture</li> <li>Aviation Skills Partnership – Proposed Skills Centre in Dorset – AT gave information of a group of employers grouped as TSDG (technical skills delivery group) who have gathered those with an interest in creating a skills initiative around the airport</li> </ul> <p><b>The Chair noted that similar initiatives should be brought to the SAPB for discussion.</b></p>	
<b>9</b>	<b>External Speakers</b>	
	<p>The Chair made a proposal for an additional element to be introduced to the SAPB and involve external speakers to assist the group in developing the Dorset Skills Plan and also help lead our thinking with latest research, landscape and concepts. This could be in the form of a symposium to which other interested parties could be invited. Members proposed having a late afternoon SAPB meeting followed by an early evening event.</p> <p><b>Members to propose speakers.</b></p>	<p>All – to propose external speakers</p>
<b>10</b>	<b>Date of next meeting</b>	
	<b>11<sup>th</sup> February 2020 – 9:00 – 11:00</b>	