



SOLENT  
**LOCAL**  
 ENTERPRISE  
**PARTNERSHIP**

**Solent Local Enterprise Partnership  
 Solent Skills Advisory Panel**

Held on Wednesday 20 May 2020, 09:30 - 11:30 by Zoom Video Call

| <b>Present</b>          | <b>In Attendance</b>       |
|-------------------------|----------------------------|
| Rachael Randall (Chair) | Siobhan Flynn              |
| Anne-Marie Mountifield  | Nicola Twiddy (note taker) |
| Carey Moore             | Josie Worsfold             |
| Debby Clement           | Storm Wilson               |
| Mike Gaston             | Stuart Baker               |
| Kirsty Rowlinson        | Lorna Wagner               |
| Boyd Hatwood            |                            |
| Blue Davies             | <b>Apologies</b>           |
| Anna Marshall           | Professor Julie Hall       |
| Roy Haworth             | Cllr. Darren Paffey        |
| Lester Biddle           | Harry Kutty                |
| Amelia Gould            |                            |
| Meredith Smith          |                            |
| Cllr. Barry Rickman     |                            |
| Allan Youp              |                            |
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| <b>Item</b>  | <b>ACTION</b> |
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| <p><b>1. Welcome and Apologies</b><br/>           Rachael Randall welcomed all to the Skills Advisory Panel meeting and to Lorna Wagner who has joined the Solent LEP in a joint role with Maritime UK, leading on the Maritime Careers Outreach Programme.</p> <p>Apologies were noted from Julie Hall, Darren Paffey, and Harry Kutty.</p> |               |
| <p><b>2. Minutes of the previous meeting and Matters Arising</b></p> <p><u>Minutes of the previous meeting</u></p> <p>The minutes of the previous Skills Advisory Panel meeting held on 22 January 2020 were approved as an accurate record.</p>   |               |

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|           | <p><u>Matters Arising</u></p> <p>No additional comments were received in relation to the Solent Local Skills and Labour Market Analysis. This was covered under Item 3.</p> <p>No additional comments were received on the Solent 2050 Strategy.</p> <p>Anne-Marie provided an update in relation to the Southampton FE Area review and Highbury College.</p> <p>The Forward Plan would be covered under item 6 of the agenda.</p>  |                      |
| <p>3.</p> | <p><b>Local Skills and Labour Market Analysis</b></p> <p>The Local Skills and Labour Market Analysis Report was taken as read.</p> <p>The Members <b>Noted</b> that the Report had been updated to make the role of the maritime sector and its needs are more prominent. It was also <b>Noted</b> that the publication of the report had been delayed so the emerging impacts of Covid-19 could be reflected within the document. The Members <b>Agreed</b> for the Local Skills and Labour Market Analysis Report to be published alongside an Executive Summary and that the publication should be supported by promotion to socialise its release and availability.</p> <p>Blue Davies joined the meeting.</p>  | <p>LEP Executive</p> |
| <p>4.</p> | <p><b>Responding to Covid-19</b></p> <p>Members received a presentation on 'Responding to COVID-19 Update' and were advised that a monthly dashboard showing economic data and the emerging impact of Covid-19 will be shared with all Solent LEP Panels.</p> <p>The presentation was paused for questions and comments from the Panel, which covered:</p> <ul style="list-style-type: none"> <li>• The significant impact of COVID-19 on the Solent's Visitor economy</li> <li>• The potential of a 2<sup>nd</sup> wave of requests for loans as initial loans run out and as businesses look at costs for re-opening safely</li> <li>• There could be more choice for employers in the labour market over the coming months resulting from redundancies.</li> <li>• Businesses will be pushing investment plans back as the burden of servicing debt increases. This may result in reduced investment in skills and training.</li> <li>• Carey provided an update on what NatWest are seeing through their discussions with businesses.</li> <li>• DWP have moved from an initial position of focussing on processing of benefits payment, to one of contacting those who are claiming benefits to see if they are looking for work (when safe to do so) to look at matching individuals with employers while also looking at the redundancy support offer provided.</li> <li>• There was also a discussion about the role of Task Forces to support employers and employees in businesses who are making large scale redundancies. It was noted that these forums had been effective in the past in support employees into new jobs and / or training. DWP advised that this is something they will discuss with employers and <b>Noted</b> the offer of the LEP to support this work</li> </ul> |                      |

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|                  | <ul style="list-style-type: none"> <li>○ Anne-Marie asked that if any members of the Panel would be keen to support the work of a Task Force, to make contact with Siobhan.</li> </ul> <p>The remaining slides on Recovery and What next were reviewed.</p> <p>No further questions or comments were raised.</p>   | <b>All.</b>   |
| <p><b>5.</b></p> | <p><b>Update on Institutes of Technology (IoT)</b></p> <p>When the group last met, the IoT Register of Interest (RoI) proposition was being developed. Since that time there has been on-going work with the FE and HE sectors and businesses as to what an IoT may look like in the region. Following these discussions, there was unanimity that there should be only one IoT proposal from the Solent and that it should be focussed on Maritime and Advanced Manufacturing. A RoI has been submitted. The LEP has met with the VC's of the University of Portsmouth and Solent University to discuss the development of the IoT proposal, and have asked the LEP to lead on convening partners to form a Steering Group. DfE are not expecting more than 1 bid per LEP area. DfE have now published the draft guidance for round 2, which does play into the strengths of the Solent region. An overview of the draft guidance was provided.</p> <p>Reflections from the group included:</p> <ul style="list-style-type: none"> <li>• Questioning the need for a physical IoT given the move to digital platforms</li> <li>• Addressing the digital divide</li> <li>• The role of private trainers</li> <li>• The criticality of strong employer involvement in not only shaping the curriculum but delivering.</li> <li>• The need for mentoring employees. Amelia reflected that having a mentor be across the desk is very different to booking a call (whilst home-working) to ask a question.</li> <li>• SMEs faced challenges in adapting to the demand for new people skills at speed, with diminishing revenue, headcount and on out of date infrastructure</li> </ul> <p>It was agreed that the Executive would make contact with Debby in relation to physical vs virtual considerations relating to an IoT.</p> <p>There will be an IoT Steering Group set up to reflect the stakeholders of an IoT to develop this work.</p> | <b>LEP Executive</b>  |
| <p><b>6.</b></p> | <p><b>SAP Work Programme and Forward Plan</b></p> <p>Members received a presentation on 'Skills Advisory Panel - your role, DfE requirements and your work plan'</p> <p>It was felt that perhaps the timescales were not ambitious enough and Members <b>Agreed</b> to a staged approach to the development of the Skills Action Plan as an initial output for the Panel.</p> <p>It was agreed that the SAP would be reconvened in June to consider an initial "Restart" phase of the Action Plan.</p> <p>Kirsty requested that 5-6 questions are circulated in advance of the meeting to enable her to secure input from the sector she is representing.</p>  | <p><b>LEP Executive</b></p> <p><b>LEP Executive</b></p> <p><b>LEP Executive</b></p> |

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|                  | <p>Mike reflected that T-Levels have not been pushed back and will have a key role to play in strengthening the skills and training offer.</p> <p>Carey reflect that a post COVID world may prioritise resilience over efficiency and there may be a flow of decentralisation from London, aided by the proving of home-working as a concept.</p> <p>Members <b>requested</b> that the presentation be shared with them.</p> <p>Following a discussion, Members also <b>Agreed</b> for the Digital Fund guidance document to be repositioned as a fund to strengthen digital skills and capability within businesses..</p> <p>The Forward Plan would be updated and revised to reflect current timescales.</p> <p>Lester Biddle and Lorna Wagner left the meeting.</p>   | <p><b>LEP Executive</b></p> |
| <p><b>6.</b></p> | <p><b>Any Other Business and date of next meeting</b></p> <p>It was highlighted that there is a <a href="#">Coronavirus Support Hub</a> on the Solent LEP website for businesses and individuals, along with a 'return to work' section of guidance documents and self-help toolkits. The development of a Solent Skills toolkit for individuals to use to upgrade their skills will also be looked at.</p> <p>Given the current situation with Covid-19 and the fact that the group normally meets quarterly, a meeting date will be arrange sooner with Lichfields in attendance to work through the Restart Action Plan. There will be no papers for the next meeting but some overarching thought questions will be shared in advance of the next meeting so feedback can be obtain to help prepare for the meeting, as described above.</p> | <p><b>LEP Executive</b></p> |

**Meeting closed at 11:45**