



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

## Solent Local Enterprise Partnership Solent Skills Advisory Panel

Held on Wednesday 23 September 2020, 09:30 - 11:30 by Zoom Video Call

### Present

Rachael Randall  
Scott Green  
Carey Moore  
Debby Clement  
Mike Gaston  
Kirsty Rowlinson  
Cpt Allan Youp  
Blue Davies  
Lester Biddle  
Anna Marshall  
Roy Haworth  
Amelia Gould  
Boyd Hatwood  
Cllr Barry Rickman  
Professor Julie Hall  
Anne-Marie Mountifield

### In Attendance

Siobhan Flynn  
Storm Wilson  
Stuart Baker

### Guests

Jodi Fair  
Sajid Butt  
Lucie Bailey  
Ciaran Gunne-Jones

### Apologies

Harry Kutty  
Cllr Darren Paffey

Item		ACTION
1.	<p><b>Welcome and Apologies</b></p> <p>Rachael Randall welcomed all to the Skills Advisory Panel meeting and thanked all for agreeing to support the work of the LEP in relation to skills as Panel members.</p> <p>Apologies were noted from Harry Kutty.</p>	

<p><b>2.</b></p>	<p><b>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 23<sup>rd</sup> June 2020 were approved as an accurate record.</p> <p><u>Matters Arising</u></p> <p>LEP executive circulated the Association of Colleges publication, with the minutes.</p> <p>LEP Executive provided Action Hampshire with an introduction to the Solent Apprenticeship Hub.</p> <p>The LEP is currently recruiting for two additional private sector members to join the panel, with a closing date of 09.10.20. As directed by the SAP, there is a focus on recruiting from the Life sciences &amp; Health, Transport/Logistics &amp; Clean/Green Technology sectors.</p> <p>Skills Strategy &amp; Action Plan is a substantive item on the agenda today.</p>	
<p><b>3.</b></p>	<p><b>Updated Terms of Reference</b></p> <p>Siobhan Flynn updated the panel on the minor amends to the published Terms of Reference, which were the addition to the panel of two members;</p> <ul style="list-style-type: none"> <li>• Allan Youp representing the Royal Navy</li> <li>• Scott Green representing the Careers and Enterprise Company</li> </ul> <p>and a clause clarifying procedures around non-attendance by panel members.</p> <p>The Panel <b>Agreed</b> the amends to the Terms of Reference.</p>	<p><b>LEP Executive to publish updated ToR on the LEP website</b></p>
<p><b>4.</b></p>	<p><b>Southampton Travel to Learn area review and Southampton City College &amp; Structure Prospect Appraisal Group and Highbury College</b></p> <p>Item 4 was discussed later in the meeting to allow Anne-Marie, who was delayed, to provide an update to the panel. In the interim between the next item the Stuart Baker took the opportunity to update the panel on the broader work of the Solent LEP including:</p> <ul style="list-style-type: none"> <li>• The Comprehensive Spending Review (CSR), the deadline for which is 24.09.2020.</li> <li>• The Solent Economic Recovery Plan will form part of the evidence base for the SCR submission, noting that the Interim Skills Action Plan is contained within this wider document. Key areas of focus include:             <ol style="list-style-type: none"> <li>1. Decarbonisation Hub</li> <li>2. Visitor economy</li> <li>3. Freeports - responding to the UK transition piece</li> <li>4. Business Environment</li> <li>5. Multi-year funding</li> </ol> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Kickstart Scheme - Government Initiative where employers create 6-month paid job placements for young people, (18-24) who are currently on Universal Credit and at risk of long-term unemployment. Solent LEP is registered as an intermediary to support the process.</li> <li>• It was noted that there are a number of other providers locally, as well as national ones.</li> </ul> <p><b>Anna Marshall, DWP</b>  Commented that she had written to the Chief Executive of the Solent LEP, to make her aware that the scheme was coming forward. Anna set the context for the initiative, and commented that a range of intermediaries would bring diversity to the scheme and ultimately be of benefit to the young people it is aiming to support.</p> <p>Anna also confirmed that apprenticeships are a natural progression route, and that it would be possible for a young person to leave the placement early to start an apprenticeship.</p> <p><b>Blue Davies, British Marine</b>  Offered to support with maritime applications.</p> <p><b><u>Southampton Travel to Learn area review and Southampton City College</u></b></p> <p>Fiona Willmot of the ESFA was unable to attend the meeting to update the panel.</p> <p><b>Action</b>  It was agreed that a written update be requested from the ESFA, and this will be discussed at the next meeting.</p> <p><b><u>Structure Prospect Appraisal Group and Highbury College</u></b></p> <p>Anne-Marie updated that the FE commissioner has set up a Structural Appraisal Review, and established a steering group, chaired by deputy Further Education Commissioner, Steve Hutchinson. Anne-Marie Mountifield is the Solent LEP representative. The steering group has met three times, and has invited expressions of interest from interested institutions. The group has two remaining meetings which will:</p> <ul style="list-style-type: none"> <li>• Review the proposals that have been submitted</li> <li>• Receive presentations from the institutions which have submitted expressions of interest</li> </ul> <p>This was due to complete before the summer break but the impact of Covid-19 has delayed the process, which is now due to complete by the end of October.</p>	<p><b>LEP Executive to request a written update</b></p>
<p><b>5.</b></p>	<p><b><u>Solent Apprenticeship Hub</u></b></p> <p>The Chair welcomed Jodi Fair and Sajid Butt from Solent Apprenticeship Hub (SAH).</p> <p>Jodi and Sajid gave a presentation on the SAH, which covered the following areas:</p> <ul style="list-style-type: none"> <li>• The offer to business - independent brokerage</li> <li>• Collaboration and cross-referral with the Solent Growth Hub</li> <li>• Key initiatives - Transfer to transform - retaining unspent levy money locally</li> <li>• Establishment of Solent network of levy payers.</li> <li>• Performance metrics</li> </ul>	

	<ul style="list-style-type: none"> <li>• Project sustainability and development of the offer to include broader skills brokerage</li> </ul> <p>The floor was then opened up to questions from the Panel which included:</p> <ul style="list-style-type: none"> <li>• How the Hub intends to grow the conversion rate from 18% to 25%,</li> <li>• The agility to respond to change, especially in the context of the impacts of Covid-19.</li> <li>• Further analysis to better understand and assess the impact of the service would be useful in determining next steps.</li> <li>• Members commented it was an excellent offer to business.</li> </ul> <p>SAH responded</p> <ul style="list-style-type: none"> <li>• That the SAH is a collaborative model where the continued support of providers is integral to maintain and grow the provision,</li> <li>• That employers are very engaged in building relationships and use the apprenticeship hub starting point for further engagement with the skills system.</li> <li>• Highlighted that the quality of providers locally is good and responsive.</li> <li>• Providers ensure the apprentices receive employability skills and that Covid-19 has seen an impact on mental health,</li> </ul> <p>Jodi and Sajid left the meeting.</p>	
<p>6.</p>	<p><b><u>Solent Skills Strategy &amp; Action Plan</u></b></p> <p>Ciaran Gunne-Jones and Lucie Bailey joined the meeting, and gave a presentation on the work to date and next steps to develop the Solent Skills Action Plan, which included;</p> <ul style="list-style-type: none"> <li>• The aims and context for the action plan, including responding to Covid-19 recovery and ensuring it responds to the needs of the Solent area.</li> <li>• Skills priorities and challenges, including <ul style="list-style-type: none"> <li>○ Maritime</li> <li>○ Replacement demand</li> <li>○ Autonomy</li> <li>○ Soft skills</li> </ul> </li> <li>• Covid-19 Labour market impacts:</li> <li>• Link to the Solent 2050, which is the long term vision to boost and transform the Solent.</li> <li>• Solent Economic Recovery plan, which contains the Skills Interim Action Plan, is a three stage plan: <ul style="list-style-type: none"> <li>○ <b>Survival</b> - next 6 months - will collect real time labour information &amp; Monitor change, work with schools, colleges and universities to develop skills needed. and tailor support for students that have graduated. Accelerate online courses.</li> <li>○ <b>Stability</b> - Working with Maritime UK, build on success on Solent Apprenticeship Hub. Work with providers to develop digital skills &amp; develop a redundancy triage service.</li> <li>○ <b>Growth</b> - Longer term activities - establish an Institute of Technology, develop a Solent Careers Hub, and secure a Freeport.</li> </ul> </li> <li>• The publication of a Local Skills Report in March 2021.</li> </ul> <p>The floor was then open up to questions and discussion from the Panel which included:</p>	<p>LEP Executive</p>

	<ul style="list-style-type: none"> <li>• More interrogation of the self-employment figures, which were counter-intuitively high for Havant and Portsmouth.</li> <li>• That the consultation will focus on both the skills required by business and the responses.</li> <li>• Alignment with capital programmes.</li> <li>• The need to match the supply becoming available, especially the self-employed with the demand from employers.</li> <li>• That self-employed tend to be sole-traders and as such tend to be off the radar.</li> <li>• The proposal for an Institute of Technology, noting that the guidance is yet to be issued, which will inform the proposal. Though it was acknowledged that the steer from Government is that an IoT from the Solent would be welcomed and needs to play to the strength of the region.</li> </ul> <p>Ciaran and Lucie left the meeting.</p>	
7.	<p><b>Any Other Business and date of next meeting</b></p> <p>There were no Any Other Business matters raised.</p> <p>The date of next meeting to confirmed.</p>	

**Meeting closed at 11:28**