



**SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP**

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

Held on Friday 15 January 2021 2020, 09:00 - 10:30 by Zoom Video Call

Present	Organisation	In Attendance	
Rachael Randall	Chair & LEP Board lead for Skills	Siobhan Flynn	Solent LEP Executive
	BAE	Stuart Baker	Solent LEP Executive
Andrew Stewart (for Cpt Allan Youp)	MoD	Josie Worsfold	Note taker
Anna Marshall	Dept. for Work and Pensions	Nicola Twiddy	Note taker
Blue Davies	British Marine		
Boyd Hatwood	Education and Skills Funding Agency		
Carey Moore	NatWest Bank		
Cllr Barry Rickman	New Forest District Council		
Debby Clement	Peopley HR Ltd		
Kirsty Rowlinson	Action Hampshire		
Lester Biddle	Association of Hampshire and Isle of Wight Learning Providers	Guests	
Mike Gaston	Havant and Southdowns College	Lucie Bailey	Lichfield
Roy Haworth	Airbus	Ciaran Gunne-Jones	Lichfield
Scott Green	Careers and Enterprise Company		

Apologies

Anne-Marie Mountifield	Solent LEP
Amelia Gould	BAE Systems
Cpt Allan Youp	Royal Navy
Cllr Darren Paffey	Southampton City Council
Harry Kutty	Cantell School
James Fitzgerald	For Accountable Body (PCC)
Professor Julie Hall	Solent University
Cllr Lorna Fielker (for Cllr Paffey)	Southampton City Council

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>Rachael Randall welcomed all to the Skills Advisory Panel meeting and wished all a Happy New Year. The main item on the agenda today is the Solent Skills Strategy & Action Plan.</p> <p>Apologies were noted from Anne-Marie Mountifield, Amelia Gould, Cpt Allan Youp, Cllr Darren Paffey, Harry Kutty, Professor Julie Hall, and Cllr Lorna Fielker.</p>	
2.	<p>Minutes of the previous meeting on 23 September 2020 and Matters Arising</p> <p><u>Minutes of the previous meeting</u></p> <p>The minutes of the previous Skills Advisory Panel meeting held on 23 September 2020 were approved as an accurate record of the meeting.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • LEP Executive to publish updated Terms of Reference on the LEP website - this was actioned after the meeting in September 2020. • Southampton Travel to Learn Area Review and Southampton City College - LEP Executive to request a written update. The ESFA have been contacted & invited to attend this meeting & or provide a written update, but no response has been received. • Structure Prospect Appraisal Group and Highbury College - the outcomes are in Huddle for panel members to view. 	
3.	<p>Solent Local Skills Report, Strategy and Action Plan</p> <p>Government has updated on the finer detail required for the Local Skills Report and Action Plan, so Ciaran Gunne-Jones & Lucy Bailey from Lichfields joined the meeting and provided a presentation on the Solent Local Skills Report, Strategy and Action Plan.</p> <p>The purpose of the presentation was to cover:</p> <ul style="list-style-type: none"> • Recap on Local Skills Report requirements and process • Share draft report content for critical chapters • Group feedback on suggested skills activities/actions and reflections on SAP progress to date <p>Blue Davies joined the meeting (09:15). Lester Biddle joined the meeting (09:22) Kirsty Rowlinson and Boyd Hatwood joined the meeting (09:36)</p> <p>On behalf of the Panel, Rachael Randall passed on thanks to Ciaran Gunne-Jones & Lucy Bailey.</p> <p><u>Summary</u></p> <ul style="list-style-type: none"> • Workshop and individual discussions have been captured and feedback has now been included in the plan. • The action plan is a high level overarching plan to respond to the skill needs of the whole region. • An additional Strategic Priority (coming through from the 2050 strategy), focusing on Health and Well-being. 	

- Once the plan is published we will move to a delivery phase looking at specific projects.
- The ambition of Government is to grow the influence of Skills Advisory Panels, first report was to be published March 2020. Following this it will be updated on annual basis, in the autumn.

A point was raised around calls coming out from Government and not being a mayoral combined authority; and whether that will be taken into account/effect our chances of being successful.

SB - confirmed requests for government funding will need to align with the SAP Action Plan and Local Skills Report.

Group questions and discussion:

Panel were asked if there were any additional skills actions to include in the action plan.

Panel were asked to reflect on SAP progress to date, to inform chapter 6, as followed:

- a) In what ways has your SAP become a local leader for skills work?
- b) To what extent is your SAP working together with local partners including skills providers and employers? How has this changed over time/since Covid-19?
- c) How far is your SAP in developing a clear understanding of current and future skills needs? How developed is your knowledge base? What still needs improving?
- d) To what extent is your SAP influencing skills providers so that their offer better meets the skills and labour market needs in the area?
- e) How has your SAP influenced priorities for Covid-19 recovery and renewal plans?
- f) What are the most significant elements of your skills action plan that you have been able to fulfil? Equally, which of those unfulfilled actions need addressing most?

Stu - As the work of SAP progresses, these questions should be addressed through a programme of activity within a Forward Plan. The SAP was established in November 2019 and the pandemic has inevitably meant the focus to date has been on survival. It is now started to move to an emphasis on recovery. The need has influenced the response; particularly in relation to transitioning young people into work, to support people to retrain who have experienced redundancy, and in the light of dramatic falls in jobs listings (55% of what they were this time last year).

Panel Comments -

Mike - Supportive of the work and the plan. Good to see the T levels included as these will be key to the skills supply. In reference to the College of the Future publication, the LSR needed to take account of commissioning of provision within the context of competition v collaboration. Recognised the amount of work that needs to be undertaken in the medium and longer term, to realise the ambitions of the plan.

Ciaran - Responded that this needed to be picked up under priority 2, and commented that in line with the reporting requirements from DfE the content of the report would be reviewed every 2 years and updated annually.

	<p>Anna - Funding which is available through initiatives such as the Kickstart scheme, are a means of engaging young people in the growth sectors. DWP is able to respond to the demand, with a focus on developing the employability of candidates to respond to the need.</p> <p>Kick Start update - There has been significant uptake of the scheme. Many applications are from companies that are eligible to apply directly and a national approach has been set up to process these applications through to grant approval stage. For application routes via gateway organisations, it is taking time to go through gaps in submissions and applications are being reworked. A small number of applications have gone live and DWP are working through what can go live during lockdown.</p> <p>Anna Marshall Left the meeting (10:00)</p> <p>Carey - Supportive of the work, commenting that it had drawn together and taken account of allot of diverse points and through the shifting times of Covid. Aligning of resources will be key, straddling different funding rounds with a need for a long term plan on how we de-risk this. Business model transformations have accelerated due to the impacts of Covid; where we work when & how, skill and competencies, and cost bases are all undergoing change. Supportive of actions on low carbon, integrated business and skills support, and engagement at primary school level. Great piece of work and well done to the team.</p> <p>Debby - echoing all the other comments, great to see all the input into the plan. We need to make sure we are on the map for businesses overseas and would encourage the plan to include actions that demonstrate what the area has to offer / take an inward investment perspective.</p> <p>Stu - Updated on the panel on the Freeport competitive proposal to Government. USP is one of green growth, coupled with the existing range of maritime assets present in the Solent to build on, taking forward innovation and skills. It will include some inward investment aspects. Coastal communities in the north and south of the country are struggling with Covid and its impact on tourism, along with the impacts of Brexit which have been highlighted in the Freeport bid. If we are successful, the Freeport bid will help with the levelling up agenda. "Tax sites" within the Freeport will offer a range of fiscal incentives including:</p> <ol style="list-style-type: none"> 1. Business rates relief (up to 100%) 2. Retention of business rates growth for 25 years 3. 0% NIC on first £25k earnings for each employee for three years 4. Enhanced Capital Allowances 5. Enhanced Structures and Buildings Allowance 6. Stamp Duty Relief <p>Lester - Questioned in respect of curriculum strategic planning, whether there is the supply to deliver the changing curriculum? Highlighting the need to develop teachers and trainers to be able to deliver the curriculum, and that there was a role for businesses to support this.</p>	
<p>4.</p>	<p>Summary and Next Steps If there are any further comments, do feed into Lucie and Ciaran at Lichfields by Friday 22 January 2021.</p> <p>The timetable for the next steps are:</p> <ol style="list-style-type: none"> 1. Early draft Local Skills Report to share with DfE – by 12th February 2021 	

	<p>2. DfE written feedback on early draft – by 19th February 2021 3. Solent LEP Board review – 26th February 2021 4. Final Local Skills Report – to be published by 31st March 2021</p> <p>Slides will be shared following the meeting.</p>	LEP Executive
5.	<p>Skills Advisory Panel Forward Plan</p> <p>The Forward Plan was shared with the Panel. It covers known activity coming forward, noting that the SAP will also have capability to respond to situations /need as they arise over the forthcoming year.</p> <p>Solent LEP is an approved Kickstart Intermediary/ Gateway organisation. A submission for a range of kickstart placements was made before Christmas, but this is not yet approved.</p> <p>Blue advised that they had also become a gateway organisation for the Kickstart programme and that 2 applications had been submitted, feedback is awaited on 2nd application. Comment from organisations is that it is difficult to take on new persons with lockdowns/Covid impacts. The process is happening just a little slower with lockdown.</p> <p>Barry - New Forest Business Partnership has created over 50 kickstart placements across the New Forest, 18 within the council.</p> <p>Roy - suggested a report on implementing the roll out of T levels and what each college is delivering to come forward.</p> <p>Mike - responded that he would be happy to update and provide a local overview on T levels to the Panel in the future.</p>	LEP Executive to add to the forward plan
6.	<p>Any Other Business and date of next meeting</p> <p>Deputy Chair Realising it is difficult to undertake a recruitment process at the moment, the Panel is in need of a deputy chair. If you would like to put yourself forward or make a nomination please email these to Siobhan and Stu so a Deputy Chair can be in place for the next meeting.</p> <p>Carey - to inform chapter 6 - how best can we capture the work taking place through collaboration? Rachael - we can use our convening power to put in place a task and finish group to bring other areas to fruition.</p> <p>Stu - Work to feed into the Solent 2050 strategy on health & wellbeing and the key role of the third sector to be undertaken.</p> <p>Future meetings will be held on Wednesday 30 June 9:00-10 10:30 and Wednesday 17 November 09:00-10:30.</p> <p>Diary invites to follow. Thank you for your time</p>	

Meeting closed at 10:35

Meeting	Activity	Outputs and Milestones
15 January 2021 9:00-10:30	<ul style="list-style-type: none"> • SAP to provide advice on the production of the LSR and Action Plan 	<ul style="list-style-type: none"> • Solent Skills Advisory Panel to consider priorities for the LSR • Draft version to be shared with DfE February 2021 • Publish a Solent Local Report - March 2021
Wednesday 30 June 9:00-10:30	<ul style="list-style-type: none"> • SAP to monitor the targets of the Careers and Enterprise Company contract, and have oversight of the broader Careers programme of work. • SAP to have oversight and provide advice on strategically important employment and skills initiatives. 	<ul style="list-style-type: none"> • A report on the CEC programme of activity, including performance against targets • A report on the sustainability and expansion of the apprenticeship hub to include skills brokerage and integration with the Solent Growth Hub. • A report on the progress of the Institute of Technology submission • A report on the employment support initiatives such as kickstart. • To agree a refresh of the evidence base.
Wednesday 17 November 9:00-10:30	<ul style="list-style-type: none"> • SAP to oversee the refresh of a detailed a Skills Evidence Base which will provide an assessment of the labour market and skills system in the Solent LEP area. This work will cover: <ul style="list-style-type: none"> • Analysis & definition of the local landscape • Analysis of skills demand • Analysis of skills supply 	<ul style="list-style-type: none"> • First draft of the detailed evidence base • Report on T level implementation across the Solent