

## Skills East Sussex, Members Meeting

### Members Attending:

CMK	Caroline McKiddie	East Sussex County Council
CT	Catherine Tipton	East Sussex Highways / CH2M
CWT	Clare Westbury–Tong	Sussex Downs College
DS	Dan Shelley	Sussex Coast College
KB	Kerry Barrett	Eastbourne Borough Council / Lewes District Council
ME	Martin Ellis (Chair)	Recruitment South East
PM	Paul Mitchell	Sussex Council of Training Providers
ClIr RS	ClIr Rupert Simmons	East Sussex County Council

### Apologies:

AC	Ana Christie	Sussex Chambers of Commerce
BS	Becky Shaw	Chief Executive, East Sussex County Council
ClIr BS	ClIr Bob Standley	East Sussex County Council
CE	Christina Ewbank	Alliance of Chambers East Sussex
ClIr DT	ClIr David Tutt	Eastbourne Borough Council
GP	Graham Peters	Team East Sussex
GC	Gill Cahill	CXK
ClIr KF	ClIr Kim Forward	Hastings Borough Council
KH	Karen Hucker	Bexhill College
JT	Jo Taylor	Heathfield Community College (Schools Rep)
LA	Louise Aitken	South East LEP
NL	Nick Ludford	Plumpton College
PS	Penny Shimmin	Sussex Community Development Association
WE	Wayne Edmunds	Job Centre Plus DWP
SW	Sarah Williams	Sussex Learning Network

### Secretariat:

HA	Holly Aquilina	East Sussex County Council
KT	Kane Tudor	East Sussex County Council
RF	Richard Freeman	Always Possible (SES Task Groups)

## 1. Welcome and minutes of last meeting

**1.1. ClIr RS** noted that ClIr Nick Bennett is no longer the lead member for schools and will therefore no longer be attending Skills East Sussex. ClIr Bob Standley is the new lead member for schools and will attend the next meeting.

**1.2. ME** asked the meeting to review the minutes of the last meeting 20.03.2017.

**1.3. CMK** updated the meeting on the current European Structural Fund (ESF) projects. She advised that she and Louise Aitken had met with the Skills Funding Agency (SFA) a month ago. The local ESF projects are underperforming and will be re-profiling their targets.

**CMK** noted that Skills Training UK (STUK) have engaged locally and Plumpton College, Medway Youth Trust and others are delivering under SSU. **CWT** noted that she was not

aware that they had contact Sussex Downs College. **CMK** noted that other contractors have delivered in East Sussex without engaging with anyone locally despite the opportunities afforded via Skills East Sussex, and the SFA have promised to follow this up with the contract holders.

**1.4. HA** advised that an open meeting with the three shortlisted potential primes for the DWP Work and Health Programme in April 2017. All three were invited but one (G4S) opted not to attend. The two primes who attended the meeting (Ingeus and Shaw Trust) seemed to take on our concerns locally, particularly the Shaw Trust who were very keen to partner local organisations, and we are waiting to hear who is approved to run the programme.

**1.5. HA** explained that the letter to the SFA about Apprenticeship Levy provision for non-Levy paying businesses had been drafted, but was then held back as the Government released some Levy allocation to training providers to support provision. However, there are significant concerns about the size and duration of this allocation so the letter will be redrafted by the Apprenticeships East Sussex group. **DS** noted that this was becoming a problem, especially for small subcontractors for whom this funding is essential. **PM** stressed the need for lobbying to protect our smaller providers and to enable SMEs to take on Apprentices locally.

#### **Actions carried forward:**

**ACTION CF – LA to share Essex diagram of skills policies and delivery vehicles**

**ACTION CF – AES to draft letter to SFA regarding non-levy funding allocations**

## **2. Welcome to new members**

**2.1. ME** advised that new members have been appointed to SES; however he would still like to see another business representative attend meetings. The new members are as follows:

- Ana Christie, Sussex Chambers of Commerce, Business representative
- Catherine Tipton, East Sussex Highways / CH2M, Business representative
- Penny Shimmon, SCDA / Speak Up, Community Sector representative
- Jo Taylor, Heathfield Community College, Schools representative
- Wayne Edmunds, DWP Job Centre Plus, Adult skills representative
- Cllr Bob Standley, East Sussex County Council, newly appointed lead member for Schools

**2.2. Cllr RS** noted that when SES started there was a secondary Headteacher on the board that provided valuable insight. He requested that a secondary Headteacher was appointed to SES. **HA** advised that she would ask colleagues in the Standards and Learning Effectiveness Service if they could identify a representative to attend SES.

## **ACTION – HA to ask SLES to identify a head teacher to be appointed to SES**

**2.3. ME** advised that unfortunately Ana Christie, Wayne Edmunds, Penny Shimmon, Jo Taylor and Cllr Bob Standley were unable to make today's meeting due to commitments in their diaries prior to agreeing to join the Board.

### **3. Terms of Reference**

**3.1. HA** advised the group that changes have been made to the Terms of Reference and invited the group to comment. **DS** queried elements (competition for membership of the board and a register of members' interests). **KT** advised that SES was asked to comply with the SELEP Assurance Framework and the Team East Sussex Terms of Reference and these were added in line with this.

**3.2. DS** noted that we may wish to add conflict of interest to future agendas.

**3.3. DS** noted that part of East Sussex is in the Coast to Capital LEP (C2C), and that the TOR does not make mention of this. **CMK** agreed that we need to acknowledge C2C LEP in the TOR. **PM** suggested that we may wish to include how we formally communicate with C2C also.

After a suggestion from **PM**, **KT** agreed to send out a copy of the terms of reference highlighting the changes and additions.

## **ACTION – KT to update Terms of Reference and circulate version with highlighted changes and additions**

### **4. SES Task Group Updates**

**4.1. RF** pointed the meeting to the SES Task Groups Forward Plan which shows the meeting dates for each task group for the rest of the year. He advised that a Visitor Economy Task Group would be set up following the November Skills East Sussex meeting.

#### **Construction Task Group**

**4.2. RF** advised that the Construction Task Group is fortunate to have lots of employers both large and small on the group. The group has identified key stakeholders and actions they would like to complete. They have recently drafted a letter to FE, post 16 training and HE providers framing the skills challenge and requesting that more courses are developed and run locally. Construction employers will also be attending Career lead development days with schools.

**4.3. RF** noted that the employers on the group would like to see more skills provision in procurement contracts, and that these skill commitments need to be monitored so that promises made by contract holders are not left unfulfilled. **CT** advised that East Sussex Highways have skills provisions in their contract with ESCC. **CT** advised that, as in their ESCC contract, skills provisions are part of their contracted KPI's in order to ensure they are fulfilled.

**4.4. Cllr RS** asked if the Construction Task Group is working with Build East Sussex. **RF** confirmed that they are and that Tim Stevens who oversees Build East Sussex is on the Task Group.

**4.5. RF** further noted that Ellis Building Contractors have won a contract to redevelop the Arndale Centre in Eastbourne, and have agreed to put a large screen up on the hording to promote skills in Construction and Engineering. The group are also planning a Business to Business event to promote apprenticeships to smaller companies and traders.

#### **Engineering and Advanced Manufacturing Task Group**

**4.6. RF** advised that up to now the focus had mainly been on shaping STEAMfest. The group is relatively small but is growing. The group has been undertaking work on curriculum development needs and pooling of resources.

**4.7.** The group has developed a STEM learning pathways poster which will be circulated to schools in the County.

#### **Land Based Task Group**

**4.8. RF** advised that the Land Based Task Group has now held their first meeting. They are interested in developing an online portal for Land Based courses and careers in East Sussex. **RF** further noted that the group is likely to have a large STEM and Engineering focus due to the changing nature of the Land Based sector, and there is likely to be crossover with the Engineering Task Group.

**4.9. DS** commented that he thought that Land Based industries were anticipating a shortage of labour in light of Brexit and there may be a need to focus on pulling more people into the sector. **RF** advised that employers on the group have said that they are and are planning to further use technology to decrease the amount of labour they require to counter the impact of Brexit on labour numbers.

#### **Creative and Digital Task Group**

**4.10. RF** noted that this is a very large group that are focused on collaborative projects across the creative, cultural and digital sectors. One of the largest themes to come out from employers is the importance of analytics skills, in particular understanding of how analytics can show companies user journeys and customer behaviour across digital platforms.

#### **Health and Social Care**

**4.11. HA** noted that skills work in the Health and Social Care sector is being led by the East Sussex Better Together (ESBT) Strategic Workforce Group. **HA** advised that she is meeting with Mike Bailey from the NHS to clarify the range of initiatives currently underway to support skills and employability within the sector. Once clear, she will coordinate a meeting between training providers and key members of the ESBT group.

4.12. The Board watched the Skills East Sussex STEAMfest video.

**ACTION – KT to link to video on SES Website. ALL to share with their networks.**

## 5. SES Update Paper

5.1. **HA** advised that over 7200 young people have now received at least one intervention from the Progress project. The project is progressing well and most lines of delivery are exceeding target.

5.2. **HA** shared that the Enterprise Adviser Network has now matched 30 businesses and schools and that the Network aims to have matched all 40 schools with a business by the end of the year. **CT** advised that East Sussex Highways would like to increase the number of Enterprise Advisers that they currently provide to the network.

5.3. **HA** advised that a small delegation attended and presented at The Careers and Enterprise Company National Conference. There was an awards ceremony at the event and AXA who is matched with St Richards won the regional award for contribution to careers. Costain and CH2M (East Sussex Highways) were one of only three companies shortlisted for the national award alongside Adecco and Lloyds.

## 6. SELEP Update

6.1. **ME** advised that SELEP is holding a Skills Showcase Event on 7<sup>th</sup> July 2017. **ME** attended a meeting of the SELEP Skills Board Chairs to discuss how they can present the skills picture in the region to attendees. **ME** noted that it was important that they got this right as they wanted to give everyone confidence that we are heading in the right direction. The SELEP event will be chaired by the Skills Minister Robert Halfon MP.

**ACTION – KT to recirculate invitation to Skills Showcase Event**

6.2. **HA** advised that the event will include a skills awards section, and pointed the meeting to the awards categories and the nomination form. **HA** explained that businesses will be asked to self-nominate and that SES will be able to pick the winner of category 3. **HA** noted that we are hoping to get the nomination form out as soon as possible, but are awaiting approval from SELEP.

6.3. **CWT** noted that there was a risk that not enough companies would nominate themselves for an award. She suggested that we ask the chambers to nominate businesses. **HA** responded that this is something we can do, and that we would send out to Sussex Chambers, Alliance of Chambers East Sussex and the Federation of Small Businesses, SES members will also be asked to share with their networks.

**ACTION – KT to recirculate nomination form**

**ACTION – SES members to circulate and share with their networks of employers**

## 7. Policy and Funding Items

NCOP

**7.1. DS** updated the meeting on NCOP in the absence of Sarah Williams. He noted that providers have been invited to bid for NCOP funding (£3.9 million total) to support young people with five A\*-C grades at GCSE, that were unlikely to proceed into Higher Education. **CWT** is working on a joint Sussex Downs and Sussex Coast College bid, Plumpton College, SCTP, and others are also working on NCOP bids. The funding is from the High Education Funding Council England (HEFCE) and Sussex Learning Network (SLN) have now appointed four new members of staff to work in the following areas; Schools, FE, Research and Mentoring. **DS** advised that all funding must be spent by August 2019.

**7.2. CMK** advised that ESCC are putting together a bid to try and continue some of the activity that is currently being undertaken through Progress and Careers & Enterprise Company funding. She further advised that the SLN is setting up a meeting to consult schools and has invited the top 15 schools to be targeted to the meeting.

## **ESF**

**7.3. CWT** updated the meeting on ESF, and advised that the fund closes in June. The funding is concentrated on reintegrating young people into the labour market. ESCC has provided a bid writer for a joint Skills East Sussex bid; current partners include the Colleges, SCTP, SCDA and Medway Youth Trust.

**7.4. HA** advised that the only other organisation that had notified SES of its intention to bid was Hastings Works led by Dave Hinton. She has asked that he provides a summary of the project and she will circulate this to the SES board for comment and a decision as to whether or not the Board endorses the bid.

**7.5. Cllr RS** asked **CWT** if there would be provision in rural areas under this bid. **CWT** advised that rural areas would be covered by the joint bid. **Cllr RS** stated that Wealden Works would be submitting an application for this funding.

**Action: HA to circulate summary of Hastings Works bid to seek comment and decision.**

## **Other Policy Updates**

**7.6. CT** advised that East Sussex Highways are currently working with Wheels to Work, and they are assisting them by allowing them to use the Ringmer depot as their main address.

**7.7. HA** advised that Vicky Faulkner at Brighton University is currently looking into developing a range of degree level apprenticeships to support the task group identified needs.

## **8. SES Activity Plan**

**8.1. CMK** advised that the five main themes and the activities noted in the plan were developed out of the workshop that SES held last year. The five themes in the plan are:

- 1) Improving the quality and relevance of Careers Education Information Advice and Guidance for people of all ages
- 2) Helping young people become ready for the world of employment
- 3) Addressing gender imbalance in employment and study in key industries/sectors
- 4) Making sure that the curriculum is shaped by employers wherever there is scope for this to be done
- 5) Helping to stimulate the uptake of Apprenticeships and higher level skills and learning

**CMK** noted that the KPI's are now marked as notional KPI's as agreed at the last SES meetings, as they KPI's don't always directly relate to the priority but are the closest indicators that can be evidenced. She noted that this document has to be fluid due to the changing landscape.

**8.2. DS** noted that there was no mention of ESF projects in the plan, and how this group can influence them. This would relate specifically to themes 2 and 5. **CMK** noted that we could add a bullet point about influencing ESF provision to the commentary. **HA** suggested that the additions could be more generic - "nationally funded projects" given impending announcements such as the DWP Work and Health Programme, this was agreed.

**8.3. CWT** asked about the notional KPI in the gender imbalance theme which "Increase in the number of Women studying STEM subjects at A-Level". **CWT** asked whether this included study of BTEC's. **CMK** advised that she had already asked colleagues who hold the SFA Data Cube what this data contained and if it could include wider study such as BTEC's.

**8.4.** The meeting agreed that the activity plan should be clear about the links Coast to Capital (C2C) LEP. **HA** agreed to add C2C to the diagram.

**8.5.** The meeting agreed to sign off the plan as complete, with the suggested changes made.

**ACTION – HA to make suggested changes to the SES Activity Plan**

## **9. SES Partner Updates**

**9.1. ME** invited members to update the meeting with any work they were undertaking or news that was relevant to SES.

### **Cllr Rupert Simmons**

**9.2. Cllr RS** advised that Heathfield Works has been saved and has now relaunched as Wealden Works. **Cllr RS** explained the history of the scheme and the funding crisis which it has found itself in recently since Tomorrows People withdrew their support. The organisation will now be offering their services outside of Heathfield. Uckfield and Hailsham have agreed to support the project and they hope to move into Crowborough. **Cllr RS** explained that they run a 10 week programme with young people who need employability skills and support in finding a job or apprenticeship. They will also be sub-contracting from STUK and delivering the SSU Contract. **Cllr RS** noted that they are interested in bidding for ESF funding.

**Cllr RS** stressed the enormous benefits for young people that the scheme brings. **CMK** pointed out the benefits for employers who had told her that they always go to the scheme when they are looking at taking on young people.

#### **Catherine Tipton – East Sussex Highways**

**9.3. CT** noted that East Sussex Highways used Medway Youth Trust for their apprenticeship recruitment last year and noted the importance of these organisations working with young people in their employability skills. **CT** noted that they are now looking at how they can get an ex-offenders programme off the ground.

#### **Clare Westbury –Tong, SDC**

**9.4. CWT** noted that she has mainly been working on NCOP but will be putting more focus on ESF in the next few weeks. Sussex Downs College have now launched Employability Hubs in Lewes and Eastbourne that work with students who have yet to declare a destination after college.

**9.5. CWT** noted that the first official meeting of Sussex Skills Solutions took place recently.

#### **Paul Mitchell - SCTP**

**9.6. PM** advised that SCTP have developed an infographic which explains the recent Apprenticeship Reforms. This is on the resources page of the SCTP website, and **PM** requested that this was shared with the group.

#### **ACTION – KT to distribute Apprenticeship Reforms Infographic to SES**

#### **Kerry Barrett, EBC**

**9.7. KB** advised that the Eastbourne Education Business Partnership (Eastbourne EBP) will be holding their annual meeting from 5:45pm on Tuesday 11<sup>th</sup> July. The meeting is designed to engage and inform partners in education and business and SES members are invited to attend. To reserve your place(s) please email [tim@eastbournebp.org.uk](mailto:tim@eastbournebp.org.uk) with details of name(s) and organisation

#### **Dan Shelley, SCCH**

**9.8.** Further to **CWT's** comments, **DS** noted that Sussex Skills Solutions is delivering 10% more apprenticeships than the colleges were separately this time last year.

**9.9. DS** also noted that the colleges are looking to improve how they commission the Adult Education Budget and have been discussing that with ESCC.

### **10.SES Forward Plan**

**10.1. KT** drew the meetings' attention to new dates for future meetings on the Forward Plan, these are:

- 25<sup>th</sup> January 2018, 14:00 to 16:00

- 20<sup>th</sup> Match 2018, 14:00 to 16:00

**10.2.** DS noted that the DfE White Paper will not be released in time for the July meeting, and suggested that we cover emerging skills policy and then the white paper at the September meeting. DS also suggested that we look at how the non-levy allocation will affect East Sussex at the November meeting, due to the small amount of levy payers in the county. The meeting agreed these changes.

**ACTION – HA to make suggested changes to the SES Forward Plan**

## **11.AOB and DONM**

**11.1.** HA reminded the meeting that anyone who is submitting bids to ESF has to have a letter of support from Skills East Sussex. Organisations submitting should contact HA who will coordinate a SES response.

**ACTION: SES Members to advise their networks that ESF bidders need to contact HA by 12<sup>th</sup> June.**

*The next meeting is on 5<sup>th</sup> July 2017, 14:00 to 16:00 at County Hall, Lewes.*