

**New Anglia Skills Advisory Panel Meeting**

**24th July 2020**

**Via Microsoft Teams**

**MINUTES OF MEETING**

**In attendance:**

Ben Miller, Konica Minolta (BM)

Chris Gribble, Writers’ Centre Norwich (CG)

Christine Futter, Norfolk and Suffolk Care Support (CF)

Claire Cullens, New Anglia LEP Board and SAP Chair (CC)

Clarke Willis, Swallow Barns (CW)

Cllr Mary Evans, Suffolk County Council (ME)

Corrienne Peasgood, City College Norwich (CP)

David Pomfret, College of West Anglia (DP)

Dayle Bayliss, Dayle Bayliss Associates

Glen Todd, New Anglia LEP (GT)

Guy Hazelhurst, EDF (GH)

Jan Feeney, Norfolk County Council (JF)

Jason Parnell, Steadfast Training (JP)

Judith Mobbs, Suffolk County Council (JM)

Julia Nix, DWP (JN)

Karen Gibson, Norfolk County Council (KG)

Michael Gray, Suffolk County Council (MG)

Natasha Waller, New Anglia LEP (NW)

Peter Basford, BDO Group (PB)

Richard Bridgman, Warren Services (RB)

Tom Brown, Green Light Trust (TB)

Viv Gillespie, Suffolk New College (VG)

Yvonne Mason, The Mason Trust (YM)

**Visitors:**

Angela Berry, West Suffolk College (AB)

C-J Green, LEP Board/BraveGoose (CJG)

Karin Porter (NCC)

Polly Bridgman, University of Suffolk (PB)

Simon Papworth, New Anglia LEP (SP)

**Apologies:**

Bev Moxon, ESFA (BMo)

Cllr Stuart Clancy, Norfolk County Council (SC)

David Gartland, Abbeygate 6th Form (DG)

Helen Langton (Professor), University of Suffolk (HL)

Lynsey Sweales, representing Norfolk Chamber of Commerce (LS)

Lucy Walker, ESFA (LW)

Nikos Savvas, West Suffolk College (NS)

Peter Funnell, Oakmere Solutions (PF)

Richard Self, agricultural representative (RS)

Seb Gasse, NCC (SG)

Stuart Rimmer, East Coast College (SR)

Stuart Smith, People with Energy (SS)

Tom Humphries, Norfolk County Council (TH)

Tracey Cox, ESFA (TC)

Vince Muspratt, Norfolk County Council (VP)

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| **Item 1: Welcome** |
| Claire Cullens welcomed everyone to the meeting and especially C-J Green who has recently joined the LEP Board. CC set out the importance of the SAP objectives that we have been working on in our champions groups and the direction of travel to date.  CC stressed that the focus of the groups should be on delivering action but being mindful that there are lots of parallel projects not involving the SAP so it will not just be the sole work of SAP members.  CC thanked members for engaging in recent champion meetings and explained how critical skills are in our Covid-19 recovery work. The [Recovery Restart](https://newanglia.co.uk/covid-economic-recovery/) plan has a major people element. |
| **Item 2: The Current Landscape** |
| Data Update - Simon Papworth (SP)  SP had circulated a data presentation prior to the meeting which he summarised. There has been a large rise in recent months of universal credit claimants which is likely to give an indication that redundancy levels will subsequently rise. Based on our modelling, our middle case projection puts redundancies at 15% and typically redundancy levels greater than 10% take a long time to move back downwards.  It is challenging to keep on top of the plethora of data that is becoming available. Young people are more likely to be impacted and nearly all sectors have seen a decrease in vacancies being advertised.  DWP Update – Julia Nix (JN)  Julia explained the categories that people fall into when making a successful claim for Universal Credit. The numbers and speed of this increase has astounded her.  The Job Centre offices have been closed to all but the most vulnerable clients but this is slowly changing. They are also supporting their employer contacts whether they are recruiting or making redundancies, e.g. through the Redundancy Advice Network.  The Chancellor has announced a range of support packages and a flyer is being produced summarising the information. Job Centre staff numbers will be increased to cater for growing caseload and implementing the policies. New service centres have already come online in Bury St Edmunds and Lowestoft.  **ACTION:** CC to identify to the VCSE sector the flexible support fund offer of removing barriers to employment.  Education Update – Corrienne Peasgood (CP)  Providers are working hard to ensure that all their students get their qualification this academic year. For the 20/21 academic year, they are seeing a higher demand for full time courses where apprenticeships are falling through.  Government has announced employer incentives for apprenticeships, traineeships and T levels plus an increase in the number of level 2 and 3 ‘high value’ courses such as science, engineering, health & social care. Traineeships are now available to L3 completing students. Catch up funding will also be available to assist some students to gain vocational skills in the autumn term.  There will also be some higher technical qualifications starting in 2022 including digital.  TG was keen to see more links with the 3rd sector and CP agreed that there should be more cross referrals when organisations are better placed to support individuals.  YM asked for more LMI on growing sectors and map it against training. CW also asked for age profiles. CP and SP stated that this would be coming in subsequent months. |
| **Item 3: Reviewing the progress of the SAP objectives** |
| **Objective - Equipping Young People for Success – led by Ben Miller**  **Objective – Agile and responsive training led by Polly Bridgman on behalf on Lynsey Sweales**  **Objective - Driving Skills Progression led by Christine Footer**  **Objective - Tackling Barriers to Employment led by Guy Hazlehurst**  Each champion or education link fed back on their meetings. The notes of these meetings are summarised in the appendix below.  CC raised the point that the challenge with SAP is we can carry out lots of blue sky thinking but we need to be really action focussed at the moment and identify a couple of short term deliverables.  JN was keen for the work to link up with Youth Pledge activity.  JM stated that we need practical support for school age people and support NEETs or those at risk of becoming NEET.  There was some discussion about whether pay should be included in the discussions plus options for considering secondments and the NAAME talent sharing platform.  CW raised the point that a recent LEP funding framework was based around reducing staffing levels in businesses which seemed counter intuitive.  CC is keen that the Tackling Barriers to Employment group includes the Fuller Working Lives agenda and different health issues that may be barriers.  **ACTION:** CC will discuss next steps with BM, JM and/or KP.  **ACTION:** CC to speak to Chris Starkie about LEP funding frameworks.  **ACTION:** Champions to arrange subsequent meetings and members to alert NW if they feel they are better placed in other groups or if they need support to gain members from outside of the SAP.  **ACTION:** CC & NW to look at cross cutting areas plus request for additional support. |
| **Item 4: AOB** |
| MG updated members on the Skills Deal including latest funding agreement with East Coast College. He also announced that SCC had been successful in a £1 million ESF Supply Chain Development programme which will hopefully be up and running by late 2020/early 2021.  The Suffolk Skills & Careers Festival will not run in its usual format in October but a virtual and roadshow option is being worked on.  CJG commented that ‘skills is such an important priority to achieve sustainability in the region. It has been inspiring to see such an action orientated panel. Thank you for having me with you as an observer today’.  CC also thanked the panel and she is excited about what we will be delivering.  Next meeting scheduled for August 27th at 10am. |

Appendix:



**New Anglia Skills Advisory Panel**

**Champions Meeting Feedback Form**

**Date of Meeting:22/7/20**

**Champion: Ben Miller**

**Objective: Equipping Young People for Success**

**Priority: 1 - ‘Equipping young people with the confidence and work-ready skills’ and 2 - ‘Careers Inspiration & Improvement, CEIAG, employer involvement’**

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| **Key discussion points**  **Are we being ambitious enough?**   * (KP) There was discussion about whether the two priorities are still relevant and ambitious enough in the current situation. KP and BM had ascertained in advance of the meeting that if the group wanted to change the priorities it would need a proposal and agreement from the wider SAP group * This group should be driven by the need to differentiate between Youth Pledge and other initiatives   + Is this an opportunity for a mission/purpose driven stream of work which aims to tackle a complex social problem (e.g. inequality) but shines a spotlight on positive impact in people’s wellbeing, learning, work, relationship outcomes? * The LEP doesn’t engage directly with young people and I’ve been keen to push this   + (GT) Limiting this to purely a desktop exercise will be a wasted opportunity * The shape of the challenge determines the shape of the solution   + This work stream and Covid-19 presents an opportunity for an ambitious vision for young people   + 6% of the public 'want a return to a pre-pandemic economy' * Are we prepared to look at everything which determines a young person’s economic benefit to the region e.g. health, education, personal development, experience, parents, housing, geography, wealth * How do we use Covid-19, and ecological collapse to create a powerful learning opportunity?   + Complex problems are daunting because we think we have to solve them alone but these should be a learning experience we all go on...   + Bring people from all walks of life together, develop experiential learning, project driven work experiences, community building, and create a multi industry ecosystem (energy, food, tourism, green tech, supply chains, finance, health) to explore *how do we transform the region into the greenest/most sustainable region in the UK? This would also need to address social justice issues e.g. inequality, jobs, mental health etc*     - *Aspiration, skills building, resilience, adaptability would be built into something like this…*   **What problems are we solving?**   * Is this project a ‘means to an end’ with our primary focus on delivering short term transaction benefits and economic growth, or are we putting young people’s lives front and centre?   + By helping people, economic benefits will follow? * By focusing on disadvantaged young people, are we actually trying to reduce inequality   + Rising inequality harms productivity, the economy, and social cohesion   + Social mobility isn’t improving, why? We need to get to the root causes     - Covid-19 exacerbates inequalities, do we tackle these now or wait several years to address a worse problem?     - (TB) is keen on us developing this work stream around helping the disadvantaged       * We both see a greater uplift in potential by creating hope amongst the left behind       * (TB) there will be less impact with developing high fliers, so priorities could be disadvantaged, border line, high fliers   + Govt. has a levelling up agenda, can we as a LEP be bold and proactive in addressing this?   + There is huge untapped potential in so many left behind kids     - (I wasn’t employable at 18 but people gave me chances and allowed me to make mistakes)     - I care about us creating the conditions for disadvantaged kids to have the same opportunities (if 25/50% of local young people shifted from being dependent on society to changing society, the benefits would be astronomical) |
| **How are you going to achieve it and what are your milestones?**   * + TBC   + We spoke at length about ambition, the problems, philosophy, and didn’t have time to discuss milestones... |
| **Are there any barriers?**   * + Resources (people’s time)   + The need to keep the lights on whilst simultaneously reinventing the future   + Not ambitious enough   + Bridging of silos/projects to create a unified purpose   + Employers can’t go into schools due to Covid |
| **Who else would you like in the group?**   * + EDUCATION, pre 11’s     - (KP) The group identified a need to get representation from schools but with the caveat that there should be clarity on what the ask is and what we expect from them   + Judith Mobbs will join next group to assist |
| **Links with the other SAP objectives**   * + Agile and responsive training     - Wait to see groups presentation to recognise link   + Driving skills progression     - Experiential learning and mentoring can help contextualise development and promote skills progression   + Tackling barriers to employment     - Working with NEETs and disadvantaged |
| **How are you planning to involve beneficiaries in the design of the project?**  **Who are the beneficiaries?**   * (CP) raised this as a question - there are other groups/forums that put the young person at the centre, notably the Education & Training Strategy Group and the Opportunity Area work, and that the ‘USP’ of the SAP is that it is coming very much from an economic perspective.   + Should it be young people, or business?   + (KP) suggested (later conversation) that we think about Equipping Young People stream as people centred and Inspiring Career Experiences business focused   + Require insight and participation from a diverse range of young people     - Youth Advisory Board     - InCare network     - Greenlight Trust insight     - Mainstream education     - My Health, Our Future (HWS)     - UoS Youth Intervention Fund |
| **What data requirements will you need?**   * + Desktop research     - Mapping youth sector research + active initiatives in region   + Social mobility     - Inequality insight     - NEET data for schools/councils   + Momentum mapping   + Details of Norfolk (CC?) experiment with Doughnut Economics |
| **How are you embedding some of the golden threads – clean recovery/growth, productivity, place and mental health?**   * This is an opportunity to be brave and use the crisis to solve meaningful problems and co-create an optimistic future for individuals, business, and region at large * Young people who are engaged and inspired will be more productive, creative, as well as benefiting our community more broadly * We need to think about individuals as whole beings, health, skills, identity, purpose, relationships, connection with nature and belonging to support people towards their true potential |



**New Anglia Skills Advisory Panel**

**Champions Meeting Feedback Form**

**Date of Meeting: 21/07/2020**

**Champion: Lynsey Sweales**

**Objective: Providing Agile & Responsive Training Provision for Key Sectors**

**Priority: Training Providers response to the sector skills plans**

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| **Key discussion points**  There is a large number of reports and plans at the moment and it is tricky for those not living and breathing them to truly understand the strategic links and hierarchy of value.  We revisited the cross cutting report as a holistic view of the skills landscape and aspirations.  Importance of careers inspiration for all ages reviewed.  Important to bring in the economic need for particular skills and training plus also not to underestimate the ‘nice to have’ aspects, e.g. lifestyle choices for being based in the region, social values, support networks.  Lockdown has forced the acceleration of online learning and has impacted people in different ways. It appeals to the learning style of some learners but not all so a blended approach will be important moving forward but a review of the standards/levels of teaching and learning. |
| **How are you going to achieve it and what are your milestones?**  - We need to come back together in September and take discussions forward.  - Socialise ideas with other SAP/LEP members and amend accordingly in early Autumn  - Agree by end of 2020. |
| **Are there any barriers?**  - Workloads but we all see a value to us having this to support our wider work |
| **Who else would you like in the group?**  - Curriculum leader(s)  - Careers adviser(s)  - Someone who is involved in FE teacher training |
| **Links with the other SAP objectives**  - All link in with this as the training needs to be suitable for a wide audience |
| **How are you planning to involve beneficiaries in the design of the project?**  Involving the curriculum leaders will show whether aspirations will be embedded in curriculum design.  We can invite some LEP funded projects to meet with us to test if having some skills related outcomes in funding bids would have changed their response. |
| **What data requirements will you need?**  As we refine our ideas, it would be good to get information about uptake levels of different courses, sector group, skills shortages, etc |
| **How are you embedding some of the golden threads – clean recovery/growth, productivity, place and mental health?**  Clean recovery/growth and productivity are likely areas that we ask for in our statement.  Under the social value then mental health will be considered here. |

**Priority: Tutor shortages in key sectors**

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| **Key discussion points**  For HE, it can be difficult to attract people to work in Suffolk.  FE lecturers need to be all rounders – subject knowledge, educators, theory v practical skills in many cases.  Some subject areas have shortages throughout the education sector.  FE lecturers are not ‘celebrated’.  Challenge for lecturers to keep current sector knowledge and skills set.  New tutors need support from peers and there needs to be more sharing of expertise across providers plus admin support. |
| **How are you going to achieve it and what are your milestones?**  - Review the activities of SE LEP with their recruitment drive – next meeting  - Need to gather some examples of good practice that is currently taking place or in the last few years – early autumn  - Identify pilots we can run in 2021. |
| **Are there any barriers?**  - Need providers to be open to testing options plus businesses to release staff to support education. |
| **Who else would you like in the group?**  - industry representatives for sectors that it is hard for colleges to recruit lecturers.  - new lecturers  - Someone who is involved in FE teacher training  - College HR manager |
| **Links with the other SAP objectives**  Driving Skills Progression  Equipping Young People for Success |
| **How are you planning to involve beneficiaries in the design of the project?**  Through including new lecturers in the group. |
| **What data requirements will you need?**  LMI on growing sectors to map against current provision and student numbers. |
| **How are you embedding some of the golden threads – clean recovery/growth, productivity, place and mental health?**  When monitoring sickness levels in education, mental health is likely to be a key reason (https://schoolsweek.co.uk/ucl-ioe-study-1-in-20-teachers-long-lasting-mental-health-problem/). Supporting new lecturers to develop into the role should assist this plus being able to provide additional staff will reduce the amount of cover that needs to take place which is stressful.  Different colleges may need different lecturers so a place based approach together with a LEP area focus will be important. |



**New Anglia Skills Advisory Panel**

**Champions Meeting Feedback Form**

**Date of Meeting: 15th July 2020**

**Champion: Christine Futter**

**Objective: Driving Skills Progression for the Workforce**

**Priority: Develop a higher level version of Skills Support for the Workforce & Clear Pathways to enter/progress and move between key sectors**

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| **Key discussion points**  **Considered continued relevance and suitability of the priorities**   * Agreed that a focus on addressing the objective from both an employer and an individual focus remains important * Agreed that the two priorities remain relevant but wider contextual changes including COVID-19 will mean there are additional barriers (detailed below)   **Further development of the priorities**   * Digital skills are both a necessary focus going forward and an opportunity. The need will have been accelerated by COVID-19 as businesses look to diversify and ensure they are able to compete. This has been seen in the food supply chain which has been fairly resilient and has soaked up new jobs but movement to digital has resulted in a challenge around digital skills. Equipping our workforce and individuals with digital skills will make them more employable and adaptable going forward. Other skills that would be useful to focus on include technical, personable and management skills. * Proactive messaging for businesses and individuals around investing in people to future-proof business well beyond the short-term considerations of the pandemic. * Raising adult inspiration and motivation and ensuring they have access to the right information will be required moving forward. Need to look at how we can do this – feels like there is not sufficient information and advice available. Could look at something similar to icanbea… for adults? * Could look to have a targeted approach – identifying those businesses that have the greatest potential to create productivity and inclusive growth. Target them to make sure they are aware of and – where relevant – making use of support to help them upskill their workforce. * Could we consider any barriers to training imposed through employment law – is there a case for some flexibilities and freedoms from Govt. in the current climate? (e.g. required HR process – R Bridgman highlighted) * As well as directly providing the training to progress individuals – also considered the merits of mentoring businesses/employers re: development and progressions of staff. |
| **How are you going to achieve it and what are your milestones?**  **First Actions**   * Identify whether there is enough support coming forward from Govt. and organisations across the region that could comprise a ‘higher level version of SSW’ and could feasibly be provided to local employers as a package – e.g. Supply Chain Skills Development Fund * Develop a list of key audiences and key messages that could form part of the communications campaign utilising new channels (e.g. social media) underpinning these priorities. Consider what a progression ‘toolkit’ might comprise of. * This would include: benefits of growing your own, skills development as an investment not a cost -Investing in upskilling enables organisations to position themselves strategically as we begin to recover from COVID-19– it also helps individuals prepare for and thrive in the future world of work * Consider setting up a workshop with a cross-section of our local economy to consider if there is any potential lobbying to be undertaken re: employment law flexibilities. * Produce a specification around the data requirements (as below) to take the development of these priorities forward. |
| **Are there any barriers?**   * Lots of people on furlough will be made redundant – priority is going to be redeployment and support of those people – have to ensure they are going into employment with progression, not just any job. * In new labour market climate businesses will find it easier to find ‘new’ employees so not as incentivised to invest in own workforce. * Concern that businesses will not invest when economy is so uncertain. * Employer and individual engagement – group still thinks this could be much slicker in this region – we need better, clearer means of accessing support and information (e.g. from the Growth Hub) * Lack of HR capacity in some SMEs to develop a culture of continued professional development. * Behavioural changes because people may be more content to progress more slowly than would otherwise have been the case pre-COVID-19 – ‘happy to have a job’. |
| **Who else would you like in the group?**  **Representation from (as and when required):**   * Chambers of Commerce * Growth Hub – Dean Pierpoint? * Need strong link across to the removing barriers to employment group and work of DWP – rep from DWP? * Adult Learning Representatives * Communications Expertise – LEP/ LA? |
| **Links with the other SAP objectives**  Clear link across to the removing barriers to employment group as will need to link to the redeployment actions.  Clear link to the responsive and agile training – need to equip the workforce with skills required by the economy if they are to progress. |
| **How are you planning to involve beneficiaries in the design of the project?**   * Beneficiaries are employers and employees (training providers could also be included here)– will look to utilise small focus groups but approach will need to be involve more than this. Will be confirmed as activity becomes more defined. * Already have representation of these beneficiaries in the groups. |
| **What data requirements will you need?**   * Need a clear understanding of the support available now and likely to be made available going forward including understanding what the Govt/DWP offer is and ensure we maximise benefits for Norfolk and Suffolk. * Need to have a clear understanding of the ‘origin’ (declining, less in demand) sectors and skillsets that individuals are likely to need to move from and the ‘destination’ sectors and roles that individuals could move to. Then identify any ‘bridging’ requirements (i.e. to tailor a previously held and make it applicable to a new role/industry) – could be fulfilled through various routes including apprenticeships? |
| **How are you embedding some of the golden threads – clean recovery/growth, productivity, place and mental health?**   * Clear link between mental health and having the ability and opportunity to progress. * Could look to encourage development of a management and leadership provision with a focus on mental health and wellbeing of employees. * Productivity – considered in discussion around targeting businesses that would have the biggest impact on creating productivity and inclusive growth. * Clean recovery/growth – promoting skills that enable cleaner ways of working. Could be embedded in training to facilitate progression towards utilising ‘cleaner’ methods and technology. |





**New Anglia Skills Advisory Panel**

**Champions Meeting Feedback Form**

**Date of Meeting:**

**Champion: Guy Hazlehurst**

**Objective: Tackling Barriers to Employment**

**Priority:** The two key priorities previously agreed are:

* Pathways to employment including Fuller Lives Agenda
* Basic Skills

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| **Key discussion points**  The group considered an approach through key themes:   * Diversity * Skills Development Through Supply Chains * Effective Use of Flexible Budgets   The key themes from the discussion were:   * Visibility of what is already happening and a cohesive approach to presenting that offer making it easy for an individual to navigate (Julia has already started work on this) * A recognition that we need to respond swiftly so that young people in particular are not left waiting until the Gov scheme gets up and running later in the year, possibly with short term training provision starting over the summer and into Autumn which is linked to jobs (WSC and others would be willing to engage, also Julia’s work on Norwich for Jobs) * Further investigation of the redundancy triage service (RTS) that would include a range of wrap around services such as CV builder, IACG etc (Jan and Julia meeting with LEP on Thursday about redundancy support, we could lobby for the RTS) * Further investigation of the Supply Chain Incentive (Guy you are already doing something on this) * A longer-term ambition could be the development of a virtual commissioning model for the AEB (more effective use of flexible budgets, that could also include DWP budgets?) |
| **How are you going to achieve it and what are your milestones?**  Short- term ambitions that we and the SAP can support in the next 6 months   * Visibility of what is already happening in supporting people to the workplace and a cohesive approach to presenting that offer, this could link to the redundancy triage service, a portal housed by the LEP that will, through a series of questions, signpost individuals to the most appropriate path for their needs * The SAP could seek to influence stakeholders to support DWP in promoting and implementation of the various national initiatives such as kick start and sector-based work academies |
| **Are there any barriers?**  Time is always a barrier but for young people in particular we know that the kickstart scheme is not likely to start until November, that will be too long to wait for many, and some will disengage and start to feel anxious or possibly depressed. We need to work collectively to respond in a timely fashion with short term training provision starting over the summer and into Autumn which is linked to jobs |
| **Who else would you like in the group?**  We did n’t discuss this so not sure at this stage |
| **Links with the other SAP objectives**  Agile and Responsive Training Provision: The discussion started to explore the notion that businesses are not always clear about what skills they need. A skills matrix could be utilised to help them to consider their needs to which FE providers would then respond. How do we develop the talent pool?  Equipping Young People for Success: A good deal of our discussion focussed on the need to support young people in accessing employment and the current economic climate suggests they will be particularly affected by the effects in C19 on the economy |
| **How are you planning to involve beneficiaries in the design of the project?**  Skills and training provision will collect feedback from participants as part of internal evaluation processes. The redundancy triage service will seek feedback on the user experience helping the evolution of the site |
| **What data requirements will you need?**  DWP will presumably collect data on participant numbers for each programme such as kick start  Data on the number of users of the redundancy triage site and where possible successful referrals to projects or programmes |
| **How are you embedding some of the golden threads – clean recovery/growth, productivity, place and mental health?** |