MINUTES OF MEETING

1. Welcome and Introductions
Kath Mitchell, as Chair, welcomed everyone to the meeting and introductions were made. Kath advised that the aim for the meeting was to agree a clear approach to improve skills in the D2N2 area. The role of the members of the Advisory Board is to work proactively together over the next two years, with the potential for task and finish groups to take forward actions in between meetings.
2. **Scope of the People & Skills Advisory Board**
   See above.

3. **Conflicts of Interest**
   Members were asked to declare any conflicts of interest as they arise.

4. **Minutes of the Last Meeting (August 22\textsuperscript{nd} 2019) and Matters Arising**
   The minutes of the August meeting were accepted as a true record of the meeting.

5. **D2N2 People & Skills Priorities**
   See also papers previously circulated.
   Following the action planning meeting that took place in July, Rachel has summarised key actions under four themes, reflecting progress to date against the D2N2 Strategic Economic Plan (Vision 2030) - Future Workforce, Inclusive Workforce, Skilled and Productive Workforce, and Planning for Future Skills Need.
   Rachel applied a RAG rating to each action to determine priority for each theme with the following recommendations for action:
   - Future Workforce - labour market information (LMI)
   - Inclusive Workforce - inclusive recruitment and employment practice
   - Skilled and Productive Workforce - apprenticeship growth plan and promotion of the levy usage
   - Planning for Future Skills Needs - lots of cross cutting themes but priorities recommended are LMI and employer engagement

   **Key discussion points**
   - the Advisory Board needs to focus on a small number of priority actions
   - actions must deliver against the D2N2 Strategic Economic Plan priorities
   - the People & Skills Advisory Board also functions as the Skills Advisory Panel which has targets set by government
   - LMI data shows that there are skills gaps, including in advance manufacturing, health and inclusivity
   - data does not incorporate place or local knowledge, can be inconsistent and may not show breakdown by gender or other characteristics of interest
   - business engagement is a priority action as it is cross cutting across all themes
   - D2N2 data analysis resources - currently data analyst, analytical support from Black County Consortium, support via local universities, EMSI analytical tool
   - inclusive workforce - D2N2 has a significant ESF programme supporting those furthest from the labour market
   - more information is needed to understand the impact of the ESF programme but challenge of getting data from DWP
   - D2N2 reliant on ESF funded projects providing unvalidated data
   - ESF Provider Delivery Group meetings are set up to look at best practice and identify local challenges
   - data evidence could be used to influence national ESF programme in 2020
there are web-based tools available to help employers understand the benefits of recruiting inclusively but the tools are underused (examples of online tool produced by Autism East Midlands on behalf of DWP and BEIS funded resource produced by Cornwall & Scilly Isles LEP which may be made available for all LEP areas if funding is made available)

need data to back up rationale that employer engagement should be a priority

employer engagement is a common theme across the four D2N2 Advisory Boards (Place, People & Skills, Innovation, Business Growth); potential for a working group across all four Advisory Boards on employer engagement

Due to limited time only 2 employers raised issues.

1. Jane raised concerns about the challenges in meeting labour needs in the care sector.

2. Katrina raised challenges of recruiting for coding skills in growing digital media sector, especially those with broader creative or design skills.

This item is to be considered by the Co-Chairs as to how these examples are captured and prioritised for focus.

7. Use and Impact of European Social Fund in D2N2
See also paper previously circulated
Richard provided an update on existing ESF provision across D2N2, pipeline of future project calls and the proposals for a future National Reserve Fund.
General discussion of the paper resulted in 3 recommendations:

- Larger projects be asked to present impact and progress to the Advisory Board so members can better understand them;
- New projects are connected quickly into existing provision to ensure greater impact and coherence for their intended audience and;
- Further discussion be had on D22 priorities for the Reserve Fund.

ACTION: Add reserve fund to December meeting agenda and programme a series of project presentations moving forward.

8. Enterprise Adviser Network – Progress and Risks
Due to limited time this was not discussed other than to support the recommendations. A request was made for further detailed information on the impact of this work to come to a future meeting.

9. People and Skills Report
No comments

10. Any Other Business
None discussed

11. Next Steps
Rachel to initiate task groups to work on the inclusion, apprenticeship and LMI workstreams.
ESF Reserve fund to December meeting agenda and ESF projects be invited on a rolling programme.

This project is part-funded by the European Structural and Investment Funds Growth Programme 2014-2020 in England.
12. **Dates of Future Meetings**
December 12th 2019 (1.00-3.00pm)
Later dates to be reconsidered to ensure alignment with Board meetings

All dates 10.00am to 12.00pm unless otherwise indicated

Venue: University of Derby, Kedleston Road, Derby, DE22 1GB