D2N2 Local Enterprise Partnership People and Skills Advisory Board

Date: Tuesday 13 October 2020, 10:00-12:00
Venue: Zoom Meeting

MINUTES OF MEETING

<table>
<thead>
<tr>
<th>Attendees</th>
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<tr>
<td>Shearer West (Chair)</td>
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<tr>
<td>Diane Beresford</td>
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<tr>
<td>Ian Bond</td>
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<tr>
<td>Julie Beresford</td>
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<td>Julie Richards</td>
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<td>Michele Farmer</td>
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<td>Nathan Clements</td>
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<td>Nick Booth</td>
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<td>Nicola McCoy-Brown</td>
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<td>Owen Harvey</td>
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<td>Peter Bramall</td>
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<td>Sharon Huttly</td>
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<tr>
<td>Sue Fielding</td>
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<tr>
<td>Trudi Waldram</td>
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<td>Veronica Dennant</td>
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<td>Dave Tuer</td>
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<td>Rachel Quinn</td>
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<td>Richard Kirkland</td>
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<td>Rob Harding</td>
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<td>Sajeeda Rose</td>
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<td>Will Morlidge</td>
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<td>Maureen Vieyra (note taker)</td>
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<th>Apologies</th>
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<tr>
<td>David Wright</td>
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<td>Joe Battye</td>
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<tr>
<td>Julia Brooks</td>
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<tr>
<td>Karen Manuel</td>
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<td>Katrina Starkie</td>
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<td>Mike Firth</td>
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<td>Pauline Anderson</td>
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1. Welcome and introductions

SW welcomed everyone to the meeting. She advised that Owen Harvey had replaced Nicki Jenkins as representative from Nottingham City Council. Dave Tuer (D2N2 LEP) and

This project is part-funded by the European Regional Development Fund in England.

Sensitivity: Internal
Michele Farmer (The Princes Trust) were also welcomed to the meeting. A replacement for Derbyshire districts is awaited however thanks to Nicola Lees from South Derbyshire were recorded.

The meeting was quorate.

2. Apologies

As listed above.

3. Conflicts of Interest

No conflicts of interest had been reported before the meeting and attendees were asked to notify the Chair if any arose during the meeting.

4. Minutes of Last Meeting, Matters Arising and Actions Log

The minutes of the last meeting held on 26 August 2020 were accepted as a true record.

Most of the actions listed in the log were either ongoing or being transferred to subgroups.

Action 20 relating to updated Terms of Reference had been accepted by the Main Board with one amendment. This was that substitutions could only be made in exceptional circumstances and with the prior agreement of the Chair. Members noted the change.

5. D2N2 Economic Recovery and Growth Strategy

The latest draft had been circulated to this Board.

WM took the lead and advised the meeting:

- The Economic Recovery and Growth Strategy (ERGS) was being worked on with the intention of sending a developing draft to Government on Friday. For informal feedback.
- There were four weeks to finalise a version to present to the Main Board in November.
- A key point would be to articulate why the Government should invest in the region now, and in the medium and long term. This section would be continually updated.
- This key aspects links to moves to develop a more proactive and strategic approach to capital and place-based investment. Tom Goshawk (D2N2 LEP) would maintain a list of pipeline of projects that would be ready for funding with a robust business case behind every project in anticipation of investment opportunities.
- The skills element of the document now contains a stronger focus on reskilling as a result of learning from and impact of C-19. Upskilling still remained in the document.
- The document aims to demonstrate the need for closer alignment between the skills and innovation agendas.
- Overall propositions relating to Skills and Inclusion will be the responsibility of the PSB to drive. Important to ensure the propositions and approach are understood and linked directly to the developing skills strategy.
• WM asked members to contact him with comments, questions and input.

**ACTION:**
28. MV to circulate the newest version of the ERGS to members
29. All members to send their comments on the latest version of the draft ERGS to Will Morlidge.

6. **Sub-Group Membership and Terms of Reference**

Draft Terms of Reference (ToR) for the subgroups were circulated prior to the meeting. RQ spoke to the paper and it was discussed.

• Careers and Young People, and the Employment sub-groups were worked up with officer leads in place. Lisa Vernon was the lead for the Careers and Young People sub-group and Richard Kirkland was the lead for the Employment Sub-group.
• The Skills for Growth sub-group was awaiting the appointment of a lead officer. RQ would be the lead in the short term. There would be a strong emphasis on analytics by sector and DT would support that work.
• SW asked for expressions of interest for the role of Chair for any sub-group be made off-line with conversations to follow.

**ACTION:**
30 Expressions of interest for the role of Chair for any sub-group to be sent to SW.

• JR offered to co-ordinate membership of the sub-groups from an FE perspective.

**ACTION:**
31. Co-ordination of FE membership of the sub-groups to be undertaken by JR.

**Questions raised included:**
- What was the anticipated remit, outputs and what would be the time commitment needed by each group? There was an understanding of the need to drive the skills agenda, but everyone was fully occupied trying to deal with the impact of COVID-19 from an education perspective.
- How big did the sub-groups need to be? If they were too big how effective would they be and if too small, how would we ensure representation?
- Could work be carried out in a more piecemeal manner in terms of timeframe – through task and finish groups?
- How would we show transparency, delivery and focus?

RQ responded to say the creation of the sub-group meant frequency of full advisory Board meetings could be reduced and other meetings such as the ESF Providers Delivery Group could now probably be cased.
Each sub-group now has clearly identified objectives in the developing strands of the People & Skills Strategy – this will make it much easier to ‘chunk’ work into manageable pieces.
The first action for each sub-group would be to assess deliverables effectively and to give this Advisory Board a timeline.

On sub-group size – the LEP will seek wherever possible to involve agencies with multiple roles thereby reducing duplication of numbers however the complexities of the D2N2 undoubtedly lead to more partners e.g. Local authorities round the table.

**ACTION:**
32. Skills for Growth ToR to be brought back to PSB once the Group had had time to meet and refine objectives

7. **COVID-19 Recovery Strategy: People and Skills**

RQ advised the meeting that at the last AB it had been agreed that this would be a 3-strand strategy; digital skills, COVID-19 recovery, and skills for growth. The last meeting had agreed the digital theme. Today’s meeting was being asked to approve the COVID-19 proposal.

- This paper took a slightly different format in order to link all actions to the ERGS objectives.
- Each action had been allocated against a specific tier of governance for accountability.
- Principles underpinning the four main areas were summarised as:
  - **Rapid employment response**
    - This would be mindful of trends in the local economy with local labour market intelligence a key component
    - Enable close working with the National Careers Service and other mainstream provision to maximise the impact of the Triage Service
    - Ensuring our local employment profile did not worsen against national figures.
  - **Supporting young people**
    - Supporting successful delivery of government’s Plans for Jobs in D2N2.
    - A large element of this strand was to ensure we are promoting and using those incentives well.
    - Utilising remaining ESF to top up the provision where needed. (item 9).
    - Data-driven targeted support
  - **Enabling businesses recovery through skills**
    - Core message to business that skills and labour supply are key components in recovery.
    - Making it simpler for businesses to identify and source skills and engage with skills providers to build pipeline.
  - **Support skills providers to respond**
    - Staying close to skills providers to better support them when required.

**Comments/Suggestions**
• Role of Local Resilience Forum economy cell should be referenced in strategy
• MF explained her role on D2N2 Main Board as the lead for inclusion. It was important to monitor where communities and individuals are being impacted hardest as this will hit some communities more than others – reinforces need for data driven approach.
• The strategy will develop and evolve over time. Once the full suite is in place, a dashboard of progress against all priorities will be needed – at detailed level for sub-groups and at strategic level against measures / indicators at PSB.
• The Digital Skills Theme will now be reworked to ensure line of sight to the ERGS objectives.
• Further work on measures of success and impact to be undertaken

**ACTION:**
33. A dashboard to show progress for all sub-groups to measure priorities against measures/indicators to be produced.
34. The Digital Skills Theme to be reworked
35. Further work on measures of success and impact to be undertaken.

**Outcome**
This strategy was agreed by the Advisory Board

8. **Kickstart – Update on D2N2 Progress**

SF talked to her presentation.

**Key Points:**
• Any organisation applying to be a Gateway needed to show experience of managing partnership agreements with third parties, and financial and governance processes to manage applications.
• East Midlands have 50 organisations registered. These are a mixture of sector specific and locality specific intermediaries
• Approximately 1 in 7 applications offering Kickstart placements are expected to be fraudulent. Checks are carried out to ensure these are genuine placements and public funds are not being taken advantage of.
• Initial set up costs will be confirmed before placements start. A payment of £1500 as set up costs are paid as soon as a young person starts work.
• The Gateway Organisation receives a single payment of £300 for admin costs per placement. Payment of wages and NI will be received 6 weeks after person starts work (confirmed by RTI scheme). Payments are monthly thereafter.
• The employer can pay a higher wage and the young person can work more than 25 hours, but the additional costs will not be covered by Kickstart scheme.
• Referrals into placements are made by DWP after candidate has been approved.
• The scheme is organic and growing. It is changing as processes evolve and questions are being asked.
At present there is no management information regarding the number of placements available. It is hoped this will change as the programme evolves.

Questions/comments

- **Q**: This appeared to be very complicated. How can this process be explained to elected members? Is there a flowchart or something visual to help? Can provision be made for a live site, so information is available at a local level? **A**: DWP has nothing internally so cannot share externally. Assurances have been given that partnership managers are pressing national colleagues to provide intelligence.

- It was suggested that there could be a role for the LEP to play in co-ordinating Gateway as there was a need to understand what large organisations were recruiting as well.

- Plans are in place in the LEP to have something to share more widely but most resource is in getting information uploaded onto the scheme.

- It was confirmed it was possible for placements for 25 hours could do a day at college for upskilling.

- Employers are being encouraged to think about what to do with young people at the end. Could traineeship or apprenticeship be the next route?

- Some reasonably sized employers would find 30 placements a lot to take on. A regional gateway facilitation role would be a possibility.

- **Q**: Who carries out DBS checks? **A**: This is part of the application process. The application process asks a series of questions and the request is submitted to the national scheme. Any queries are clarified by the national team.

The Chair thanked SF for her presentation.

**ACTION:**

36. MV to circulate the Kickstart presentation to the Group

37. RQ to consider need for coordination across Gateway organisations with Skills Officers Group

9. **ESIF Update**

RK advised the last meeting that a high-level call schedule had previously been agreed for the following calls consisting of 4 calls:

- The Covid 19 youth employment programme in D2N2. Young people have been disproportionately affected by the Covid 19 pandemic and this project will target 16-24-year olds affected by the pandemic including those who are not claimants. The project will also support young people eligible for Kickstart to be Kickstart placement ready with employers.

- The Covid 19 employment programme in D2N2. Unemployment is 120% higher in D2N2 than this time last year indicating a need for an adult unemployment programme as D2N2 to support those made redundant in at risk sectors to retrain to find employment in growth sectors such as logistics and digital.

This project is part-funded by the European Regional Development Fund in England.

**Sensitivity: Internal**
• The D2N2 Apprenticeship Hub. Apprenticeship opportunities available across D2N2 have seen a significant decline because of the Covid 19 pandemic. The project will work with employers to grow the number of high-quality apprenticeship opportunities to meet new and emerging post Covid 19 skills priorities. D2N2 has high levels of unemployment amongst graduates and those with level 3 qualifications and we need to try to work with employers to unlock high level apprenticeships.

• Skills for Productivity and Growth in D2N2. This programme will be an integral component of the D2N2 COVID-19 Response and Recovery programme by enhancing the relevance of skills provision for those employed in the post Covid 19 labour market.

RK is working with DWP to get an early call schedule agreed and documentation is with DWP to be considered at the national reserve fund board meeting on 20/10. If this is not possible due to scheduling then he would use written procedures to agree a managed call schedule for later this year, hopefully commencing in November.

Questions/comments

• Q: what is the intervention rate?: A: The D2N2 ESF intervention rate is 50% meaning projects need to contribute the other 50% of costs from their own resources. New ESF calls can only support projects which are strategically important to address the impact of Covid 19 on the local economy.

10. People and Skills Report

RQ advised the meeting that she had redesigned the Skills report to align with the skills strategy themes. This will make it easier to include feedback from sub-groups.

• Data and LMI. The rise in claims continued to end of August and latest announcements also show continued worsening. There were consistent increases across the D2N2 region and age groups but the gender split currently indicates a greater wise in female unemployment. The Employment sub-group would scrutinise this information on a monthly basis and take appropriate targeted action.

• Members were asked to use and share hyperlinks as they wanted.

• The tender for support to produce the Local Skills Report had been issued and closed on 11/10.

• Digital theme – The application for delivery of Digital Bootcamps for adults had been submitted with approximately 14 delivery partners. This was being led by the Futures Group working closely with NTU and Babington. Decisions were due imminently and delivery (if application successful) must be completed by the end of March 2021.

• AIM Awards – members were asked to refer contacts with current experience of digital skills in health, care or vehicle technician settings that wanted to get involved.

**ACTION:**

38. Members to refer contacts with current experience of digital skills in health, care or vehicle technician settings to RQ.

• FE Colleges are going to work together to put in place a consistent digital skills module to be delivered across settings in D2N2. Princes Trust, Adult Community Learning

This project is part-funded by the European Regional Development Fund in England.

**Sensitivity: Internal**
providers and Uniper requested to be involved in development. RQ will coordinate once an FE lead has been agreed

**ACTION:**

39. RQ to co-ordinate a consistent digital skills module to be delivered across D2N2

- Members were notified that the wave 2 launch of IoTs was announced on Friday with a closing date of 14/12. All potential applicants in D2N2 have been advised and WM and RQ will continue to work with developing models.

11. **Any Other Business**

None

12. **Next Steps**

RQ outlined the next steps, which were:

- A Skills for Growth strategy to be developed and all three strands to key back into the ERGS and have governance accountability.
- All sub-groups to be populated.
- Production of the Local Skills Report to be commenced and be the lead item on the next agenda.
- Development of strategic overviews for ESF reserve fund projects and work with DWP and ESIF Sub-committee towards a procurement process

13. **Dates of meetings**

The next meeting is scheduled for Tuesday 8th December from 10:00-12:00