

Minutes for the Meeting – Skills & Employability Commission
Monday 30th October 2017, 10.15am – 11.45am
Location: Derby College, The Roundhouse, Derby

Attendees (Members and Representatives):

Ian Greenaway (IG) David Hughes (DH), Jeremy Hague (JH), John Van De Laarschot (JVDL), Lizzi Holman (LH), Andy Marsh (AM)

Dial in (Members):

Nicola Mcoy-Brown (NM)

Attendees (Other)

Matt Wheatley (MW), Katrina Woodward (KW), Sarah Drew (SD)

Apologies:

Melanie Ulyatt (MU), Dawn Ward (DW), Professor Edward Peck (EP), Allen Graham (AG), Cllr Sam Webster (SW), Joe Battye (JB) Darren Clark (DC), David Ralph (DR), Martin Rigley (MR), Rachel Musson (RM), Phil Crompton (PC)

Agenda:

1. Introductions and Apologies, Actions from Previous Meeting
2. Presentation of institute of Technology – Overview, Expression of Interest, Discussion
3. Future ESF Programmes – NEET & Young People, Employment and SKILLS Local

MU gave apologies prior to the start of the meeting. Ian Greenaway kindly agreed to Chair the meeting. A number of representatives were present so all attendees (present and online) introduced themselves.

1. Introductions and Apologies, Actions from Previous Meeting

IG introduced the purpose of the meeting. Actions from the previous meeting were reviewed.

2. Presentation of Institute of Technology

Sarah Drew, Deputy Principal of Burton & South Derbyshire College presented details of a proposed bid whereby the FE Colleges and Universities across D2N2 are collaborating with employers to establish a regional Institute of Technology for provision of higher level technical pathways aligned to sectoral and occupational requirements for digital skills and which complements and extends existing technical education and training. Sarah talked through the documents which had been sent to members prior to the meeting - D2N2 IoT Overview, IoT Proforma, IoT Policy Statement Sept 17 and FAQs Sept 17 (https://eastmidlandschamber-my.sharepoint.com/personal/katrina_woodward_d2n2lep_org/_layouts/15/guestaccess.aspx?folderid=057f1c0d25a0442faac13c6f8b323054b&authkey=AXq4Yh9uH32Z5KyVY2y6nKE&e=1b37f6c350694f03958d2118f56298e7).

The key features of the proposed bid are:

- The FE and HE partners include Burton and South Derbyshire College, Chesterfield College, Derby College, North Nottinghamshire College, Nottingham College, Nottingham Trent University, University of Derby (including Buxton & Leek College), and Vision West Nottinghamshire College. (Discussions are underway with the University of Nottingham)

Action	Date

- The collaboration will better enable rapid development of an enhanced curriculum for level 4, 5 and 6 digital aspects of the priority areas and provide coherence across technical routes and between institutions with smooth progression pathways from Level 3 through to Level 6 offering increasing specialisation at higher levels.
- The collaboration will partner with representative employers in each priority sector that will help to specify digital skills requirements to shape, direct and inform the initial curriculum offer and guide its continual evolution. D2N2 College and Universities have extensive existing networks of employers and partnerships to bring forward to the collaboration.

In support of the bid a substantive piece of research is being undertaken by Nottingham Trent University, on behalf of the FE and HE partners, to identify, in detail, the digital skills needs of regional employers and potential key organisations, not currently engaged, for active involvement in the development of the Institute of Technology proposal.

The FE and HE partners are exploring a model which will leverage existing core revenue streams and assets of the partner FE/HE Institutions. The underpinning legal structure for such a collaboration would be either a Special Purpose Vehicle or Joint Venture Company to ensure shared responsibility and collective ownership. Independent advice on the risks, benefits and implications of the alternative legal structures is currently being sourced to enable decisions to be made by the respective boards of each partner institution.

Members were asked to review and advise the LEP on the endorsement of the bid in readiness

Members gave endorsement in principal on behalf of the LEP to the proposed bid of the FE and HE partners for the submission on the 31st October 2018. Members however requested for the following points to be acknowledged in the development of and submission of the final bid.

- To be demand-led and ‘employer driven’ – use existing employer links to encourage involvement from large employers who have key digital skills needs to lead the design of the IoT with the FE and HE partners
- For SMEs to feed into the need and design of the IoT
- For the IoT bid to be ambitious so that a ‘step change’ for D2N2 can be achieved
- For the IoT to reduce complexities, and create coherence - for all stakeholders including individuals and parents
- To link to existing D2N2 employer advisory groups, such as sector & skills groups, D2 and N2 Skills and Employment Boards, Growth Hub, also the Apprenticeship Ambassador Network
- The need to communicate how apprenticeships and the apprenticeship levy can feed into the IoT bid

There was a lengthy discussion about the scope of the bid, the needs of particular sectors, employer needs & STEAM.

Action: SD on behalf of the FE and HE partners submit the Institutes of Technology Pro-forma by 31st October 2017.

2.1

31/10/17

Action: Members were asked to provide to SD details of all existing groups and key employers.	2.2	ASAP
Action: A 'working group' of IoT interested employers to be convened to meet in November, organised by SD.	2.3	Nov 17
Action: DH to speak to potential employers who may want to be involved.	2.4	ASAP
Action: A future Commission meeting to be arranged for 8th December 2017, 8.30am-10.30am to review the IoT bid prior to submission.	2.5	08/12/17

There was a request from SD for members to promote the FE and HE partners Institutes of Technology Group on LinkedIn. (The aim of the group is to facilitate connections between potential collaborators who are interested in establishing an Institute of Technology).

SD mentioned The Smart Review 2017 which is relevant to look at in respect of a future IoT. The document can be accessed here.

(https://eastmidlandschamber-my.sharepoint.com/personal/katrina_woodward_d2n2lep_org/_layouts/15/guestaccess.aspx?docid=102a92504af4746cbae9cc6cfd5ab5b12&authkey=Aali0HGpgfOSXnKo7WUk2_M&e=a6dac8b7f65f4500b8aafa7f452775c7 Pages 5-16, the Forward & Exec Summary, provides a good overview. Page 14 specifically covers the recommendations around skills).

3. Future ESF Programmes – NEET & Young People, Employment and SKILLS Local

The ESF Report was presented by MW, including a summary of formal letters from Dr Catherine Blair, Deputy Director, Head of European Social Fund Division and details of the LEP investigating local and national match funding for the future ESF programmes to be commissioned. Members were asked to review and provide comment on 'Strategic Overviews' for the NEET and Young People, Employment and SKILLS Local programmes in advance of them being shared with the D2N2 ESIF Committee for approval at its meeting on 8th November 2017.

Overview Table and Strategic Overviews available here:

(https://eastmidlandschamber-my.sharepoint.com/personal/katrina_woodward_d2n2lep_org/_layouts/15/guestaccess.aspx?folderid=0ede6ce2a243248f98238655399bdeff9&authkey=AaQ1jJnqFBGLprcLZh8tkQM&e=5e804db5deb745598154fdb412ae8839).

Comments from members were invited. It was suggested the Support for Young People to Enter Sustainable Employment programme would not achieve its outputs of 3,970 if targeted at 16-18 years old only. A request was made for the target group to be changed to 16-24 years old. It was asked for the employment programme to be reviewed by DWP

Action: LEP officers to ask local authorities to provide an evidence-base and for any change to the age group to be reviewed against other programmes to minimise the potential for duplication of activity, support and engagement (eg the future EMPLOY Local programme).	3.1	ASAP
Action: LEP officers to share Employment Strategic Overview with Rachel Musson for her comment re deliverability and DWP terminology.	3.2	ASAP

Members acknowledged the intent for programmes to include 'local priorities' in recognition of the findings of the ESF consultancy report. There was a request for a note to be added to the Strategic Overviews for 'local priorities to be based on the most up to date evidence available at the time of the programme being tendered'. Members also requested for LEP officers working with the DWP Managing Agent when developing the programme specifications to consult with local authorities to ensure the local priorities section is fit for purpose.

Changes were noted to be made to the Strategic Overviews

Action: Member comments to be fed into the ESIF Committee on 8th November 2017.

3.3

01/11/17

Any Other Business

4.

JH raised a concern that the current open calls (including the Higher Skills Development programme) launched in November 2016 still hasn't been contracted and applicants to the Second Stage bid submission in July 2017 had only received follow up from DWP Managing Authority (MA) on Fri 27th October 2017. The LEP has followed this up with the MA on numerous occasions. There was a request for this to be brought to the attention of the ESIF Committee.

AM made mention to a 2014-2020 ESF Programme Action Note released on 24 October 2017 which outlines the decision to allow the Apprenticeship Levy to be used as match where relevant and ensure that contributions to the levy by employers has not been included in any ESF claims as staff costs. LEP officers will share with future potential applicants of ESF programmes. The document is available here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/654479/006-17_and_the_Apprenticeship_Levy.pdf

The meeting was brought to a close at 11.58am.

Actions

Ref	Action
2.1	Action: FE and HE partners submit the Institutes of Technology – Pro-forma by 31st October 2017.
2.2	Action: Members to provide SD with details of all existing groups and key employers.
2.3	Action: A 'working group' of IoT interested employers is convened to meet in November.
2.4	Action: DH to speak to potential employers who may want to be involved.
2.5	Action: Future Commission meeting to be arranged on 8th December 2017.
3.1	Action: LEP officers to ask local authorities to provide an evidence-base and for any change to the age group to be reviewed against other programmes to minimise the potential for duplication of activity, support and engagement.
3.2	Action: LEP officers to share Employment Strategic Overview with Rachel Musson for her comment re deliverability and need.
3.3	Action: Member comments to be fed into the ESIF Committee on 8th November 2017.

Future Meeting Dates:

Fri 8th December 2017	8.30-10.30	Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham NG2 7YG
Wed 7th March 2018	8.30-10.30	Room D, Derby City Council, Corporation Street, Derby DE1 2FS
Tue 26th June 2018	8.30-10.30	Nottingham City Council, Loxley House, Station St, Nottingham NG2 3NG
Thu 15th November 2018	8.30-10.30	Derby – location to be confirmed