

## Skills East Sussex

### Members:

	Name	Organisation
AC	Ana Christie	Sussex Chamber of Commerce
AM	Angela Maguire	University of Brighton
CB	Caroline Bragg	East Sussex County Council
CM	Caroline McKiddie	East Sussex County Council
CDJ	Catherine Denning-Johnson	Hastings Borough Council
CT	Catherine Tipton	East Sussex Highways
CW	Claire Witz	Coast 2 Capital LEP
CBS	Councillor Bob Standley	East Sussex County Council
CKF	Councillor Kim Forward	Hastings Borough Council
CRS	Councillor Rupert Simmons	East Sussex County Council
DS	Dan Shelley	East Sussex College Group
DB	Dave Brown	Bexhill College
DM	Debbie Martin	East Sussex County Council
ME	Martin Ellis	RSE Group
MC	Michele Clark	Health Education England
PM	Paul Mitchell	Sussex Council of Training Providers
VP	Vanessa Potter	Sussex Council of Training Providers
VC	Victoria Conheady	Hastings Borough Council
WE	Wayne Edmunds	Department for Work and Pensions

### Apologies:

Becky Shaw	East Sussex County Council
Christina Ewbank	Alliance of Chambers in East Sussex
Councillor David Tutt	East Sussex County Council
David Stokes	Plumpton College
Graham Peters	Team East Sussex
Helen Dessent	HMP Lewes
Lisa Mitchell	Brighton and Hove City Council
Louise Aitken	SELEP
Nick Ludford	Plumpton College
Penny Shimmin	Sussex Community Development Association
Richard Freeman	always possible

### Secretariat:

MH	Megan Hector	East Sussex County Council
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## 1. Welcome and minutes of last meeting

**1.1 CT** opened the meeting. **DB** gave a brief welcome to the college and mentioned the opportunity for a tour of the college after the meeting for anyone interested. **CT** noted that there were four minor actions for individuals from the previous meeting.

## 2. CHART CLLD update

**2.1 VC** gave an update on the Connecting Hastings and Rother Together Community-led Local Partnership programme. The programme uses European Structured Fund funding which will continue until 2022, and they have been assured will not be affected by Brexit. The first call for expressions of interest was in June, until the end of July. They have invited organisations to start populating for applications this week, asking for applications to come back mid-November. Pre-assessment and revisions will take place in November, and in December applications will be assessed, hoping to have programmes commencing in April 2019.

The work packages are supporting businesses and business growth, creating space for communities to start up and grow. Some of the expressions of interest received so far have proposed:

- Business incubator units and training spaces in a range of locations
- Start-up spaces mainly targeting creative industries businesses
- Looking at how revenue can be utilised to enable skills transition
- Activities to tackle generational unemployment and generational needs
- Developing skills, work readiness and enterprise readiness
- Looking at work readiness focusing on vulnerable individuals at risk of homelessness

There is due to be another call in March if there's any funding left, but if all of the currently proposed and viable projects succeed then all of the funding will have been allocated.

(For more information: <https://www.hastings.gov.uk/chart/>)

## 3. SES task groups update

**3.1.1 AM** updated on the purpose and work of the Visitor Economy task group. The task group is working together to look at the issues in the sector, one of which is the lack of available staff. Hotels and restaurants can't find qualified chefs. The hotel sector is strongly represented in Eastbourne but struggles to find young people to work in the sector and who don't see the wider hospitality, retail, events and services sector as providing good careers to go into. Solving this is also about making sure that the curriculum follows through, so that young people can start on a level 2 apprenticeship and end up on the level 7 MBA programme which the University of Brighton is launching.

**3.1.2 ME** mentioned that he discourages young people from going into hospitality and would be interested to know how the task group tries to sell the career opportunities in the sector, since it's well known for bad pay and bad management. **AM** mentioned that she works with Asda who are putting 100 people on a degree apprenticeship at the University, and there are lots of opportunities

if you progress higher up. Education and training for the sector can start with the basics of what you would expect a business student to know, and include other transferable skills which can be applied in a range of jobs. The scope of training in the sector has broadened. People who work in the service sector are very employable, employers know they're hard working, they're reliable and they have great social skills.

**3.1.3 CBS** pointed out that many people work in retail and don't see it as a career and aren't making the link between retail and other visitor economy sub-sectors, we need to look at how we attract people in and what puts people off. How do we make sure that people understand that it is a good career? **AM** noted that many students do make the link between retail and hospitality, for example some restaurants like Carluccio's also have a retail section. Those sub-sectors are not as clearly divided as they used to be.

**3.1.4 DS** noted that he sits on two of the task groups and employers across all industries say the same thing, which is that people don't understand what jobs are available and what they're like. This sector is mainly part time work or jobs that people fall into rather than being an aspirational job. ESCG's numbers for hospitality courses have dropped a lot because people don't want to work long hours all week as chefs. **DS** also mentioned the 'taxonomy of skills' labour market information produced by NESTA, which national data with a good picture of the skills required from looking at millions of job adverts. There are a number of key skills and competencies which cross all sectors. This could be used in the sectors skills LMI reports and then to inform task group activity.

**ACTION – MH to investigate 'taxonomy of skills' labour market information (which could be used, alongside the new SES sector skills reports to inform task group priorities/actions)**

**3.1.5 CB** mentioned that there is a careers campaign emerging from all the task groups because they all want to show the progression routes and the range of jobs, the reality of the work and the sector. We will ensure that there's a coordinated careers campaign across all the task groups. Visitor Economy has strongly shown the need for soft skills and customer service skills that are applicable across all jobs but needs to be weaved into all careers promotion and education.

**ACTION – CB/RF to ensure that there is a coordinated careers campaign across all the task groups**

**3.1.6 ME** stated that this sector is the hardest sell because of the turnover of staff. **CB** noted that employers say that if you work hard then the progression rate is very quick, if you can stick there then there are lots of opportunities and that's what the sell is.

**3.2 CB** gave intro and context of SES Health & Social Care H&SC 'task group' in that it's a virtual group linking and bringing synergy to pre-existing groups which have a focus on driving skills and recruitment in the sector: East Sussex Better Together (ESBT) and sub group East Sussex Learning Together, Adult Social Care Workforce Group, the Careers Progression Board at NHS & Health England.

**3.2.1 MC** updated the room on the structure and activities of health and social care organisations working in East Sussex alongside the council to address skills and other workforce issues. The

presentation slides will be circulated with the minutes. **MC** noted that Health Education England are open to new initiatives and are happy to hear people's ideas for projects or collaboration.

**3.2.2 DS** asked how education providers get involved in the sector/HEE work, as ESCG have been trying to break into the sector for a while. Along with the SCTP and other training providers around the table, they probably deliver around 5,000 or 6,000 apprenticeships in Health and Social Care. ESCG are worried that parallel work is going on, everyone is improving their own provision but this doesn't reflect what HEE does. **MC** notes that it's only at meetings like this that you find these things out and make these links.

**ACTION – DS and MC to share details in order to connect ESCG with HEE work.**

**ACTION – HEE, SCTP, ESCG to meet up to look at local curriculum delivery for H&SC**

**3.2.3 AM** noted that the University of Brighton has answered HEE tenders in the past but **MC** might not be aware, there's a lack of communication between the organisations themselves and between the people organising procurement and delivery.

**3.2.4 DS** asked who the online infographic is aimed at and who it is being user tested with, offering ESCG students to user test it.

**ACTION – AM/UoB to follow up with DS/ESCG re. user testing**

## 4. Careers Hub East Sussex

**4.1 DM** gave a presentation on the Careers Hub East Sussex. East Sussex County Council recently put forward a successful bid to become one of 20 pilot Careers Hubs around the country, receiving two years of funding from the Careers and Enterprise Company to continue and expand a range of programmes and projects. This includes the Enterprise Adviser Network, Industry Champions, Open Doors, Apprenticeship Roadshows, CPD days, ESCC's work experience service, and others. The presentation slides will be circulated with the minutes.

## 5. SELEP current and future funding calls

**5.1 CM** gave an update on SELEP current and future funding calls. **CM** assured that as a local authority, we did work with the ESFA to draft local lots for the funding, but unfortunately they changed their mind at the last minute and decided to offer SELEP-wide lots. Going forward, we'll be involved in tri-partite meetings, meeting with the successful bidders to try and ensure that they deliver locally and partner with local providers. That's what we currently do already. There will be future calls coming out but we don't know the details, Louise Aitken will email them out when she knows for sure, and they will be unmatched calls.

**ACTION – CM to liaise with Louise Aitken to send details of next round of direct funding calls to SES**

**5.2** The other update is around the SELEP skills strategy, which has finally been confirmed and was launched last week. The document contains an action plan with six headline themes. We need to ensure that our action plan is aligned with the SELEP strategy and correlating with local level activity.

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**ACTION – MH to send the link to final SELEP Skills Strategy doc out along with the minutes**

**(<https://www.southeastlep.com/app/uploads/2018/09/SELEP-Skills-Strategy-v14-0818-WEB.pdf>)**

**5.3 CRS** raised the importance of the rural environment in the county, and that the lack of facilities is stark, e.g. public transport. Objectives have to be reflected by both SELEP and Coast 2 Capital LEP that there needs to be provision for a rural service for young people, aged 16-24, who go into education but drop out and need to be brought back into training or work. **CM** agreed that we try and get the rural aspect view across, trying to come up with different approaches to ensure people can access education, including technologies i.e. virtual reality. **CT** agreed that this is a key issue across all task groups.

**5.4 DS** noted the difficulties of ESFA bids which are SELEP-wide and with trying to organise bids with a number of partners, given the timescales and process - Bidder were asked to name local partners.

## 6. Skills East Sussex action plan review

**6.1 CM** opened a discussion about whether the Skills East Sussex action plan is fit for purpose and relevant for what we're doing. Our task groups are where most activity takes place, so perhaps it makes more sense for the task groups' forward plans to track their activity and KPIs, and we can do a yearly report to SES about them. **CKF** suggested that **CM** put together a one page proposal document about how the changes would work.

**6.2 DS** suggested that another column could be added to the action plan update about where the KPIs will be worked on, who's responsible for achieving them. **CB** stated that the task groups have their own forward plans and this could be addressed there.

**ACTION – CM/CB/MH to put together a one page explanation document of suggested change in reporting would work, and to send this out to SES. Agreed that new skills reports should inform/drive actions and align to new SELEP action plan & priorities. Also follow up on 'taxonomy of skills' as suggested by DS to inform planning.**

## 7. Apprenticeships East Sussex

**7.1 PM** gave an update on AES's review of the 2017/18 action plan and the 2018/19 draft action plan. **PM** started by giving an overview of the environment in which the plan is being delivered:

- 2017/18 was a tumultuous year for apprenticeships due to levy changes and other considerations, and AES continued to try to achieve the target of 8.5% growth in apprenticeship starts, although this is described in the report as 'an aspiration rather than an expectation'
- The lobbying function of the group has become very important in the last year
- It's taken larger employers a long time to get their heads around how to make best use of their levy, but hopefully this will improve over time and this will boost apprenticeship starts
- There's now end-point assessment which requires the apprentice to take a test at the end, which is quite complex to organise

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- Apprenticeships are now graded (distinction, merit, pass, fail)
- One day of off the job training can fly in the face of what the employers want in terms of how the training is done
- There is a continuing issue to do with the lack of suitable candidates, which is to do with CEIAG in schools

**PM** reported that **CB** and **CM** have been very busy this year working with SELEP, local chambers, and lobbying local MPs to try and get these issues across.

**7.2** There is a wave of activity to promote apprenticeships listed in the action plan, including Open Doors, apprenticeship ambassadors, the SES task groups making sure that the provision available matches employers' needs. The 2018/19 plan now officially includes the lobbying work that the group has already been undertaking. Other new features include a plan for an East Sussex apprenticeship graduation event; how levy payers can make the best use of transferring unused levy money; and ESCC looking at making greater use of the leverage of social value in procurement. Need to consider whether AES should think about traineeships and T levels.

**ACTION – PM/CB take discussion re. traineeships and T levels to AES**

**7.3 DS** asked whether there was a mistake in the 17/18 plan which states that under 'enhancing apprenticeships', 857 engagements was converted to only 12 apprenticeships. **CB** stated that that's what they have reported but they will discuss it at this afternoon's AES meeting. This might reflect the issue of using national providers rather than local ones.

**ACTION – PM/CB to follow up on 7.3 with STUK at AES meeting.**

**7.4 DS** also asked about the funding leveraged by the group to help University of Brighton create construction skills apprenticeships standards which haven't currently started. **CB** explained that this is just on hold.

**ACTION – PM/CB to point 7.4 to AES and carried forward to 2018/19 AES plan.**

## 8. Sector skills reports update

**8.1 MH** gave a brief presentation on some of the headlines from the new sector skills LMI reports, which should be published and disseminated in October, along with an overall summary report. The presentation slides will be circulated with the minutes.

**ACTION – MH to look into 'taxonomy of skills' labour market information alongside finalised SES Skills reports to inform priorities**

## 9. AOB

**9.1 AC** noted that there is low attendance from East Sussex schools to the Big Bang South East, which is held at the South of England Showground in Ardingly, in comparison to the numbers of students from Kent, London and Surrey. **CB** responded that we've been promoting the Big Bang in Eastbourne which is easier and cheaper for them to go to. **AC** noted that lots of the Big Bang SE

employers are Sussex businesses but also businesses from around the country, and that the bigger event might be better for students to go to. **CB** noted that we could possibly cover schools' costs to go to the South East one if we didn't do a local one, there's a question around whether it's best to do that or have a local one. **CRS** noted that we should ask the schools what they want, but having the events competing doesn't seem to work.

**ACTION – CB/DM to take discussion re. Big Bang – local or South East to CEIAG Network to decide**

**9.2 DS** stated that the Association of Colleges has launched a national campaign called National College Week, which will run from the 15-19<sup>th</sup> October. This is based on Institute for Fiscal Studies research showing that colleges have been worst hit by austerity measures in education because of cuts to funding.

**9.3 DS** mentioned the closure of UTC@harbourside on the 5<sup>th</sup> October. If no other organisation wants to take it over to run it as a UTC, there will be a later call for expressions of interest for institutions to take over the building for other purposes. **DS** advised group members of the consultation/listening period.

**9.4** The next meeting will be on Thursday 6<sup>th</sup> December, 14.00-16.00, currently at County Hall in Lewes.