

BUCKINGHAMSHIRE LOCAL ENTERPRISE PARTNERSHIP (BTVLEP)

SKILLS ADVISORY PANEL MEETING

Minutes of meeting held on Wednesday 3rd July 2019, 10.00am – 12.00pm at Buckinghamshire College Group, Flackwell Heath Campus.

Present:	Professor Rebecca Bunting (RB)	Chair
	Heather Dean (HD)	Buckinghamshire Business First
	Jo Meloni (JM)	The Misbourne School
	Dena Read (DR)	Department for Education
	Ailie Smith (AS)	Creative Media Skills / Creative Industries Sector Group Lead
	Jon Wood (JW)	DWP (deputising for Janine Thomas)
	Mark Wood (MWo)	Reaction Engines / Space Sector Lead
	Karen Mitchell (KM)	Buckinghamshire College Group
	Dave Oxley (DO)	McAfee / Digital Skills Group Lead
	Mark Warrilow (Mwa)	HS2 Ltd / Construction Sector Group Lead
	Sandra Reynolds (SR)	Adviza
Apologies:	Abigail Changer (AC)	NHS Health Education England, Thames Valley
	Sue Brooks (SB)	Adviza (deputising for Leslie Hoey)
	Nick Braisby (NB)	Buckinghamshire New University
	John Spoerry (JS)	University of Buckingham
	Richard Turl (RT)	Communities and Local Government
	Clr Mike Appleyard (MA)	Buckinghamshire County Council
	Gill Harding (GH)	Buckinghamshire County Council
	Sally White (SW)	SYLO Associates
In Attendance:	Ian Barham (IB)	BTVLEP Partnerships Manager
	Marina Jackson (MJ)	BTVLEP Under 19 Skills Manager
	Catherine Godward (CG)	BTVLEP SAP Research Co-ordinator
	Paddy Patterson (PP)	BTVLEP Apprenticeships Manager

	ITEM	ACTION
1	WELCOME AND INTRODUCTIONS Introductions were made, and a welcome to Flackwell Heath campus of BCG from KM who advised the SAP that Construction and Health & Social Care were delivered from the site, and that a new 3G facility had been installed and the college was part of the Chelsea FC academy programme.	
2	APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from Abi Changer, Mike Appleyard, Nick Braisby, John Spoerry, Richard Turl, Gill Harding and Sally White.	

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	<p>The Chair has also been advised that Sandra Reynolds will represent Adviza at future meetings in place of Sue Brooks and Lesley Hoey who have attended).</p> <p>There were NO declarations of interest.</p>	
3	<p>MINUTES OF THE MEETING HELD 1st May 2019</p> <p>Matters arising addressed and minutes agreed with no further comments.</p>	
4	<p>SAP DATA UPDATE – RUPERT WATERS</p> <p>RW confirmed £13k of SAP project budget has been spent on EMSI data, which gives access to a greater depth of data to sub-sector level. Example given of how it analyses and reports on ‘in work’ population in terms of SOC.</p> <p>Gives a useful basis for discussion to validate or challenge findings. Projections are based on historical trends so may appear out of kilter with more recent trends.</p> <p>Considerable population growth in Bucks (8th highest growing county) since 2013, particularly in Aylesbury.</p> <p>Claimant count for out of work population increased by around 33% in past 12 months.</p> <p>Example given of a Construction focused report: Headline is growth projected in ‘Skilled Trades’, broken down further, building trades, broken down even further, it identifies ‘Plumbing and heating and ventilation trades’ as being areas of projected growth to 2027.</p> <p>While there are some question marks around the data, it gives a useful baseline for discussion and further analysis at SAP and Sector Action Group level.</p> <p>Agreed need for data analysis to result in something useable and meaningful – after review via SGs and SAP – for schools, advisers etc.</p>	
5	<p>INTRODUCTION TO SAP RESEARCH – CATHERINE GODWARD</p> <p>Update on SAP (slide deck to be sent out with minutes) Board concern over October deadline, not likely to be able to be done sensibly and fully by then. To get the best out of the process, the work needs to be lined up with SG/SAP etc. It gives a structure to the work and what is required of the SGs.</p> <p>CG will need individual conversations with SGs about existing datasets and reports and studies etc. This also reinforces the need to set up SGs that aren’t already set up (High Tech / Med-tech).</p>	

	ITEM	ACTION
	<p>Also sustainability and continuation needs to be prioritised beyond the lifetime of the project. LIS is to be the driver for that, but we need to evidence success and ‘wins’ at local level.</p> <p>ACTION: Support offered from DfE to link up SAPs across LEP areas.</p> <p>ACTION: Send out CG slides</p>	<p>DR</p> <p>PP</p>
6	<p>LOCAL INDUSTRIAL STRATEGY (LIS) – IAN BARHAM</p> <p>Buckinghamshire LIS to be published 19th July, no real shift since last meeting in terms of Bucks focus/priorities.</p> <p>SAP and Sector Groups will be crucial to effective delivery of skills activities to support priority sectors:</p> <ul style="list-style-type: none"> • Space (inc further development of Westcott site) • Health and Social Care (ventures, facility development) • High Tech (innovation facilities at Silverstone, high performance tech) • Creative Industries (growth hub at Pinewood plus linked employers operating out of site) <p>Cross -arc business cases to be developed over the summer, working towards Spending Review.</p> <p>Sector Groups need to see/review Bucks LIS but also the ‘family’ LISs.</p> <p>ACTION: Send out already published LIS documents.</p>	<p>PP</p>
7	<p>CITB RESEARCH PROJECT – PADDY PATTERSON</p> <p>CITB has produced a draft Construction Skills Forecast report for Buckinghamshire at no cost. This report has been shared with the SAP. PP explained that the methodology has resulted in a narrower view than we might ideally want since the report makes projections based on the anticipated skills needs of ‘known’ projects ie. Those with planning consents in place. Therefore it does not consider infrastructure/major transport projects like HS2, East-West Rail, Oxford-Cambridge Expressway etc.</p> <p>There is also concern about the datasets used to describe performance on training and apprenticeships, since there is considerable lag between the data used and the current position. KM confirmed that Bucks College Group could provide more recent data covering its performance.</p> <p>It was agreed that with some further work, the report could be a valuable LMI and forecasting tool for the county, supporting the work of the Careers Hub, the Construction Sector Group and the SAP overall.</p>	

	ITEM	ACTION
	<p>ACTION: PP to feed back views of the SAP to the CITB and also connect CG to the work.</p>	<p>PP</p>
<p>8</p>	<p>SECTOR ACTION GROUPS – HEATHER DEAN</p> <p>HD updated the group on changes to management of the Bucks Skills Hub which will move from BTVLEP to be managed by BBF. The intention is to build and strengthen the Bucks Skills Hub brand. This also includes responsibility for supporting the work of the SAP including organising the Sector Action Groups.</p> <p>There had been a pre-meeting with Sector leads to discuss how the groups will work to support and also inform the work of the SAP and how their interface with industry will be crucial. Thought required around membership and focus of the groups while recognising each will take a slightly different form.</p>	
<p>9</p>	<p>CAREERS HUB PROJECT UPDATE – JO MELONI</p> <p>JM talked through Careers Hub dashboard which shows pleasing progress across the Careers Hub with Bucks exceeding national average across most measures. There is a clear need for more work experience placements but progress overall good in Year 1.</p> <p>The Careers Hub has organised a Head Teachers event this Friday to review progress in Year 1 and look ahead to challenges in year two. This session follows the regular Bucks Association of Secondary Heads (BASH) although at this point there has been limited confirmation of attendance from Heads for the Careers Hub event.</p> <p>ACTION: Dashboard to be circulated</p>	<p>JM / MJ</p>
<p>10</p>	<p>Reports</p> <p>Skills Hub Operational Update</p>	
<p>11</p>	<p>AOB</p> <p>(i) KM/BCG on T-Levels. Success in 3 lines. Construction not pursued this time around as they did not have track record of full-time L3 provision, but will do next time around:</p> <ul style="list-style-type: none"> • Digital (3 pathways) • Childcare & Education • Health & Science <p>(ii) DR/DfE: Marcomms funding potentially for Industrial Placements, look out around September and October</p> <p>(iii) Adviza project on 12 months + unemployed people with caring responsibilities. FYI. More info needed!</p>	<p>SR</p>

	ITEM	ACTION
	(iv) Skills Show – need for sign ups by 31st July especially to ensure sector representation esp linked to LIS (v) National Apprenticeship Week dates confirmed as 3rd – 7th February 2020.	MW0/AS/ MWa/DO
12	CLOSE Date of next meeting: 3 rd September 2019. Venue tbc.	

With no other business, the meeting was closed at 12pm.

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Professor Rebecca Bunting
Chair

Date: