



Local Skills Improvement Plan

**Insights | Skills | Growth**

**Norfolk & Suffolk LSIP Board Meeting No.5 Minutes**

**23 November 2023, 12:00 – 13:30 - via Teams**

**\*Recorded\***

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**Board Attendees:**

Nova Fairbank – Norfolk Chambers of Commerce (NF) – Chair  
John Dugmore – Suffolk Chamber of Commerce (JD) – Vice Chair  
Ashley Morrison – Lockertek (AM)  
Colin Shaw – West Suffolk College (CS)  
Harry Harris – Swarm Group (HH)  
Jan Feeney – Norfolk County Council – (JF)  
Michael Gray – Suffolk County Council (MG)

**Attendees:**

Dean Pierpoint – LSIP Engagement Manager (DP)  
Emma Taylor- Suffolk New College (ET)  
Simon Allen – New Anglia LEP (SA)  
Toby Warren – Suffolk Chamber of Commerce (TW)  
Christie Waddington – DWP (CW)  
Julia Bates – East Coast College (JB)

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**1. Welcome & Apologies**

Apologies were received from Julia Nix of DWP – represented today by Christie Waddington, Prof Gups Jagpal of University of Suffolk, Shaun Emmerson of Hadleigh Glass, David Martin of Condimentum and Eilidh Campbell of ScottishPower represented today by Alana Cairns.

**2. Conflicts of Interest**

No declarations were made by the LSIP Board.

**3. Minutes of 23 June 2024**

Due to a change in personnel, no minutes were recorded from this meeting.

**4. LSIP Stage 2: August 2023 to March 2025**

DP outlined the key objectives for Phase 2 of the LSIP and articulated the anticipated activities needed. He noted that we had minimal feedback from the DfE on their key objectives – the main one being the embedding LSIP process in the local skills system. DP noted that the LSIP had agreed collaborations and an activity plan with the Norfolk & Suffolk Skills Hub and there are fortnightly operational meetings with NCC and SCC and NALEP. The aim being to support employer engagement as LSIP and shape councils' and LEP's conversations with employers.

DP highlighted the aims of the LSIP from a marketing perspective. The need to gather data from employers, share updates, use social media to gain greater traction for the

LSIP. He flagged the need to keep the LSIP brand alive and relevant across Norfolk & Suffolk. Events and engagement forums would form part of that campaign.

ET commented that there would also be LSIF consultation events – she could see no reason not to take a joint approach for these.

DP advised that there had been some changes in LSIP personnel. Sara Hincliffe, the LSIP Skills Advisors had seamlessly transitioned from Norfolk Chambers to Suffolk Chambers. Charlotte Upcraft, the LSIP Co-ordinator in Norfolk and Andy McMillan, LSIP Co-ordinator in Suffolk had both left. Toby Warren and Sara would pick up in Suffolk and recruitment was underway for Charlotte's replacement in Norfolk.

DP also noted the volume of work to deliver the objectives by March 2025 and deliver all the monitoring and progress reports to the DfE. NF advised that whilst this workload was significant there was a lot more time to work with than in Phase 1. She advised that it was important to ensure that the employer voice was firmly embedded in the local skills landscape.

MG described 'Legacy' of LSIP- and asked the LSIP to consider what processes are we setting up that will be useful in the long-term? He was keen to understand how it was changing things. JF commented that it would be good to chart the activity and be able to demonstrate the impact of change. JD noted that the British Chambers of Commerce would be checking the wider impacts regionally and nationally, as the majority of LSIPs across the UK were being delivered by Chambers of Commerce.

#### **5. LSIP and Skills Hub collaboration**

DP outlined the link between LSIP and Norfolk & Suffolk Skills Hub. MG explained that there were groups prior to the LSIP and noted that the LSIP can bring those groups together i.e. use those groups as a building blocks to better the skills system. JF commented that the LSIP can really add value with hard to reach SMEs and that NCC was setting up district skills assemblies to help skills understanding and opening up the possibility of sharing resources.

AM noted that some businesses feel like outliers - Snetterton business park has very little engagement, he asked if there could be someone in Norfolk that could proactively engage with SMEs? DP and NF confirmed that this was possible and that work was underway to re-shape the working groups to deliver greater employer engagement.

#### **6. Working Groups (Curriculum Impact groups)**

DP advised that soft and digital skills will be a part of each working group cross-cutting themes, rather than groups in their own right. There will be a refresh on agri-food and net zero allow for more purposeful discussions. ET note the need for LSIF representation within these groups.

#### **7. Common Framework Groups**

DP noted the challenge was to differentiate between working groups and common framework groups. He advised that these groups would be analysed and reshaped moving forwards to help shape the system for next 5-10 years.

#### **8. LSIF Updates**

ET introduced LSIF and outlined that the intention of the funding was to deliver on the goals on the LSIP - although she note that the rules of the funding meant that the majority of the funding as capital not revenue.

Project first (LSIP) project 5 (LSIF) were developed in by the Common Framework Group in response to feedback from employers. Many employers find the skills landscape

confusing so the aim is to create a simple bitesize training tool for businesses to use for priority areas of the LSIP – the same training will be offered across Norfolk and Suffolk. MG queried how this would line up between adult learning services and would it show distinctions between services? ET advised that it was useful to know about products that may be crossing over with digital passport. CW advised that a digital passport would be beneficial to DWP.

#### **9. AOB**

MG advised that adult education budget was likely to be devolved to county level. County councils are making a strategic skills plan to allocate adult education budget moving forward. He noted that the LSIP and LSIF would be embedded.

***Meeting closed 13.06.***

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#### **ACTIONS**

There were no actions pertaining to this meeting.

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#### **Future Meeting Dates**

All meetings to take place on a Tuesday at 14:00 – 15:00 via Teams.

- 20 February 2024
- 21 May 2024
- 20 August 2024
- 19 November 2024