



Local Skills Improvement Plan

Insights | Skills | Growth

Norfolk & Suffolk LSIP Board Meeting No.10 Minutes
21 May 2024, 14:00 – 15:00 - via Teams
Recorded

Board:

Nova Fairbank – Norfolk Chambers of Commerce (NF) – Chair
Gups Jagpal – University of Suffolk (GJ)
Harry Harris – Swarm (HH)
Colin Shaw – College of West Anglia (CS)
Michael Gray – Suffolk County Council (MG)
Alan Ridelagh – Humber Doucy Brewery (AR)
Simon Allen – Suffolk County Council (SA)

Attendees:

Dean Pierpoint – Norfolk Chambers of Commerce (DP)
Toby Warren – Suffolk Chamber of Commerce (TW)
Christie Waddington – DWP (CW)
Mark Walker – Norfolk County Council (MW)
Sara Hinchcliffe – Suffolk Chamber of Commerce (SH)
Ben Field – Norfolk Chamber of Commerce (BF)

No.	Action
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| 1 | Welcome, apologies and introductions
Apologies were received from John Dugmore, Carrie Barrett, Angela Heaney, David Martin, Julia Nix, Matt Smith, and Jan Feeney. |
| 2. | Conflicts of Interest
No further declarations were made by the LSIP board members. |
| 3. | Minutes
The minutes of the previous meeting were approved. |
| 4. | LSIP / Skills Hub MOU
DP confirmed that there was now a signed MOU between the LSIP and the Norfolk & Suffolk Skills Hub (NCC and SCC) which provides the LSIP with clear direction and support. MG advised how the Skills Hub have organised themselves across both counties in order to have sector skills groups and a workforce development strategy for both counties providing a single model for businesses across both counties to follow.

MW also noted that they were building a skills ecosystem that is employer-led right the way through and explained that the benefits of joining LSIP into the county activity as well as skills activity and to align with those businesses on the outside navigating a difficult skills system.

DP highlighted the importance of LSIP and Skills Hub becoming a catalyst to employers to access the skills system in a sustainable way and NF summarised that the MoU is about adding value and increasing productivity |

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4. Cont.	across the skills landscape and ensuring the employer voice is at the heart of everything.
5.	<p>LSIP Keystone Employer Update</p> <p>DP gave an overview of what a Keystone Employer is. They are representative of their sector; they can provide knowledge and insight into their skills challenges; and can articulate the known gaps. DP confirmed that LSIP would be broadening the number of sectors involved, but advised that we need to be specific in how we approach employers and how we build relationships with them – we need to keep them engaged. Information that these employers will give us will be fed into the skills system and then the results/impact will be fed ultimately back to the employers.</p> <p>80 businesses have already been identified as potential Keystone Employers and an initial approach made. So far 30 have accepted and are completing the onboarding forms.</p> <p>DP outlined the regional events taking place and how these will be used to generate more awareness and help drive the Keystone Employer engagement.</p> <p>DP noted that the LSIP had been invited to the launch event for the Health & Social Care Sector Group to garner further for Keystone Employers from within the sector.</p>
	The Board asked for the organisations who had already agreed to be Keystone Employers to be shared. DP
	NF asked the LSIP board members to make suggestions as to which employers may be interested in becoming part of the Keystone Employers. She noted that all Keystone Employers would be featured on the LSIP webpages and that Keystone Employers would be expected to feed into the sector skills groups and be vocal and passionate about making a difference to the skills agenda. She noted that an email would be sent to the Board following the meeting. Board
	DP confirmed that a Keystone Employer Toolkit would be distributed to all Board members to help articulate what a Keystone Employer did. DP
6.	<p>Milestones Ahead</p> <p>DP outlined the new shared workplan and advised that there was a milestone in September to allow sufficient time for quality employer engagement and data gathering.</p> <p>He noted that the annual progress report to the DfE was due for submission at the end of May 24 and thank those Board members that had helped to collate the content for the report.</p> <p>The LSIP Board questioned the future of the LSIP – post March 2025. DP and NF both noted that the LSIP was part of a 10 year skills plan from the DfE. NF advised that she felt like LSIPs would continue even with a change of Government and the LSIP was putting in place processes that should be future proof, no matter what.</p>
7.	<p>End of Funding – What should the Future of the LSIP Look Like?</p> <p>DP asked the LSIP Board for their feedback as to what they thought the future of the LSIP should look like?</p>

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7. Cont GJ advised that the conversations that had been had as a Board had been great but that delivery was the most important aspect – the LSIP needed to concentrate on action to effect change. NF noted that change was already happening and cited bootcamps, the LSIF and the LSIP/Skills Hub MOU – were all actions of change.

MG noted that employer engagement in Sector Skills Groups started strongly but sat at around 30% - Keystone Employers could help to increase this. NF noted that whilst Keystone Employers might not want to join the Sector Skills Groups – they should absolutely be brought into them on an ad hoc basis to add value to the discussions where relevant.

AR noted that there is a disconnect between bodies promoting skills and employers. It is difficult to reach the right people in the businesses, and it is difficult to reach the right level. whilst employers are important, the role the providers play is critical.

SH explained that colleges have been connecting with industry partners, who support the curriculum learning and suggested that we should work with these industry partners to see whether they want to come on as Keystone Employers and endorse the relationships that are being built with the colleges. ITPs are also being used to meet the needs of the employers.

CS noted that as a provider the key thing is feedback from employers as to skills need. There is a big time delay, current data is from leavers in 2021. Feedback needs to come through much faster. 28% of leavers are not staying in what they leave as. Feedback needs to come back to colleges quicker as we gather the information.

8. AOB
NF asked the Board for their approval for Simon Papworth to join the Board as a representative of Freeport East, including discussions on Gateway 14. **The Board approved.**

Meeting closed 15:00 Hrs.

Future Meeting Dates

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

- 20 August 2024
- 19 November 2024
- 25 February 2025

Actions Log:

Agenda Item No.	Action Taken By	Action	Completed
5.	DP	Share organisations who had already agreed to be Keystone Employers.	
5.	Board	Make suggestions for who could be a Keystone Employer.	
5.	DP	Distribute toolkit for Keystone Employers to all Board members to enable them to talk to potential employers.	