



**Minutes for Northern Devon Employment and Skills Board Advisory Group meeting
at Saunton Sands Hotel, Thursday 23rd May 2019 - 3pm**

Attendees

Mike Matthews (MM) – Lineal Software Solutions (Chair of ESB)
Nicola Williams (NW) - ESB Co-ordinator
Bill Blythe (BB) – Vice Principal, Petroc
Janet Phillips (JP) – North Devon Manufacturing Association
Trudi Spratt (TS) – Barnstaple Chamber of Commerce
Anne Sutton (AS) – Training and Development Officer, TDK Lambda
Andrew Mosedale (AM) – Group HR Manager, Brends Academy
Simon Spiers (SS) - Territory Manager, Virador
Andy Branston (ABr) –Senior Youth Support Worker, DYS Space Ltd, Bideford
Ben Mitchell (BM) - Enterprise Co-ordinator, The Careers & Enterprise Company
Sahara Stockwell (SSt) - Support for Schools and Employer Advisor, DWP Bideford
Andy Bell (AB) – North Devon Biosphere
Garry Brown (GB) – Group Training & Development
Joanna Nancekivell (JN) – Applegate
Walter Moore (WM) – Adsa, Barnstaple
Louise Adam (LA) – North Devon Plus
Kath Hames (KH) – Petroc Business Engagement Account Manager
Jayne Marsh-Jones (JMJ) – PALL Europe
Keely Flather (Senior Learning Technologies Coordinator Petroc)
Jane Tomlinson (Head of Learning Technologies & Library Services Petroc)

Apologies

Craig Bulley – Green Lanes Centre Manager
Heather Cox – Careers Admin, Bideford College
Serena Thomas – Careers, Work experience and Alumni Co-ordinator, Park School
Michelle Rose – HR Manager, North Devon Homes
Alex Boardman (AB) – Teacher and Lead of IAG, Atlantic Academy
Sandra Peters (SP) – Personalised Learning Manager, Great Torrington School
Lauren Deacon (LD) – Head of HR, TCI Bideford
Lisa Whitrow (LW) – Field Sales Director, Reach PLC
Hilary Prouse (HP) – HR Manager, Pearce Construction
Pete Wilcox (PW) – Community Champion, Asda Bideford
Graham Woolcock (GW) - Programme Delivery (Business) Officer, North Devon Plus
Andy Parsons (AP) – Aspire Leader, Braunton Academy
Chris Fuller (CF) - Economic Development Officer, TDC
Dominie Dunbrook (DD) – Senior Economic Development Officer, NDC

1) **Welcome**

MM welcomed attendees to the second Northern Devon Employment and Skills Board Advisory Group and thanked AM and Brend Hotels for hosting the meeting. MM confirmed the Board has funding to continue with the co-ordinators post up until July 2020.

The Northern Devon Employment and Skills Board is a board of people who bring together opportunities for employment and skills to increase those skills and opportunities in Northern Devon. It is a way of bringing together local employers and school establishments, parents and students.

The Board runs a calendar of events for all members to use and to promote events.

All diary event details should be emailed to NW, ESB Co-ordinator

nicola.williams@petroc.ac.uk.

2) **Introductions**

Attendees gave a brief introduction and advised the group of their job roles.

3) **Presentation from Petroc**

Jane Tomlinson, Head of Learning Technologies & Library Services and Keely Flather, Senior Learning Technologies Coordinator at Petroc, held a presentation on a Digital Literacy Course that Petroc are developing for Level 2 and 3 learners. Part of the course includes iDEA, The Duke of York Inspiring Digital Enterprise Award; a digital version of the Duke of Edinburgh scheme. It is accessible to anyone, at any age.

More information can be found on the website idea.org.uk

4) **Job Centre Plus – Mentor Scheme**

SSt spoke about a new initiative that JCP is rolling out nationally entitled Mentoring Circles; this is an initiative for young job seekers aged 16-24 to engage with employers. Mentoring will be in a group situation; this boosts the conversation and generates more interest and gives young people more confidence to discuss issues. The Mentoring Circle will be delivered over a 3 week period, with employers giving up 2 hours a week (6 hours over the 3 week period).

Week 1 - the employers will talk about themselves and their business.

Week 2 - the young people would bring along their CV's, or any material they would use for job applications, to discuss the applications and CV's.

Week 3 - this will be a site visit to the employer's place of work.

JCP is looking to have a Mentoring Circle in place for North Devon and Torridge towards the end of 2019. Any employers interested in joining the Mentoring Circle, please contact Sahara Stockwell. sahara.stockwell@dwp.gov.uk

5) **Diary of known events for 2019**

What has the ESB helped with so far?

The ESB has helped schools with their careers provision and signposted them to local employers to attend careers events and provide work placements.

They are building new business contact links and working with Business Action and will attend the BB EXPO in October 2019.

The ESB will have an up to date and functional website on the very near future. The website will have the Terms of Reference, Minutes, newsletters and calendar of events.

Hidden Talent Event

The ESB are collaborating with JCP to host a Reverse Job Fair on the 6th November 2019. This will be co-hosted by PLUSS, Next Steps Development, Young Devon, Project Search, Petroc Supported Learning and Empowering Enterprise.

These organisations aim to support people with learning disabilities; including Asperger's and Autism, into employment and teach employers to understand the benefits of employing these individuals. The Reverse Jobs fair will have a maximum number of 20-24 candidates. Employers will receive anonymised summaries of each candidate prior to the event.

Prior to this event the ESB are holding an Employer's Awareness Breakfast. This will take place during National Inclusion Week on Tuesday 24th September at Next Steps Development, Barnstaple from 0800 to 10:00. The event will be included in the National Inclusion Week social media messaging and will promote the main event in November.

6) Any Other Business

Around the room discussion about forthcoming events or activities.

Andrew Mosedale – Brend Hotels

- Brend Hotels are planning on getting more young people involved in Springboard FutureChef over the next 3-4 months.
- FutureChef is aimed at young people aged 12-16 to inspire them to cook through classroom activities, industry skills demos, challenges, competitions and awards.

Anne Sutton – TDK

- TDK are busy with school work experience placements and has received positive feedback from students. Students cover all departments and are able to follow a product from start to finish.
- They are taking a group of students from Ilfracombe Academy to the Big Bang Fair in Exeter.
- Planning one hour workshops to take into schools in the future and are working with Ilfracombe Academy at the moment as a pilot scheme on this.

Jo Nancekivell – Applegate

- Recruiting for their Internship, 16 weeks work experience in November.

Andy Bell – North Devon Biosphere

- North Devon Biosphere and the South West Business Council are looking at environmental efficiencies in business.

Ben Mitchell – Careers & Enterprise Company

- The Careers and Enterprise Company have launched a scheme called ‘Give an Hour’ to encourage links between SMEs and schools. Details attached to these minutes.

Louise Adam – North Devon Plus

- Louise advised she is happy to promote any engagement to their small business contacts.

Janet Phillips – NDMA

- NDMA held a very successful Annual Awards evening in May.
- 600 children from local primary schools took part in the STEM Engineering challenge to build the tallest/strongest towers using just spaghetti and marshmallows. Southmead Primary were the overall winners.
- North Devon Technology Awards for school and college students (aged 13-19) has also taken place with Pilton Community college winning in the secondary school competition. Winners and runner ups, from the 16+ category, were from Petroc.
- Plans are underway for next year’s schools events.

Walter Moore – ASDA

- Asda are offering grants for Healthy Holidays for Children in Schools.
- Schools are invited to site visits at ASDA.
- Arranged for the Marines to visits schools to promote Plastic Awareness.

Kath Hames – Petroc

- Petroc can provide bespoke ICT training for businesses that can be delivered in the workplace.

Jane Marsh Jones – PALL

- Currently taking work experience programmes during June and July, for secondary schools.
- PALL also have a student working on a T Levels Placement.

Simon Spiers - Virador

- Virador, in conjunction with the Barnstaple Chamber, NDMA and Great Torrington School, will be hosting a North Devon Environmental Show, later in the year. In the morning there will be an invitation to school students to attend an interactive environment event (maximum 4 students per Primary

and Secondary school). These students will become Environment Ambassadors and undertake a waste audit on their school. In the afternoon it will be an open forum for businesses to learn about recycling, the environment and to educate themselves about recycling in the Northern Devon area.

Sahara Stockwell - JCP

- JCP will be holding a Jobs Fair in Greens Lane on 27th September 2019.
- Chulmleigh Academy are holding workshops during their Aspire Day, 18th July 2019 and are in need of representation from Hair and Beauty and a Mechanic.

Bill Blythe – Petroc

- T Levels require a 45 day work placement with an employer, Petroc will have up to 160 students that will need to find a placement in vocational organisations and are seeking support from businesses to accommodate the placements.
- Petroc has passed the regional Institute of Technology competition stage, to deliver Level 4 and 5 skills in advanced manufacturing, engineering and digital skills.
- The COTIE (Centre of Technology & Innovation Excellence) building is moving forward with plans to open at the end of 2019. COTIE can be used by emerging enterprises to support their technology needs and growth agenda.
- Barnstaple Chamber has relaunched their NxtGen programme, to encourage the next generation of business leaders to join.

Garry Brown – Group Training and Development

- GB reported that GTD are busy recruiting apprenticeships.

Trudi Spratt - Barnstaple Chamber

- TS advised the Chamber will have representation at the North Devon Show this year.

Andy Branson – SPACE

- Space are holding a Digital Future Tech Jam inviting young people, up to the age of 24, from around Devon. This is planned for the end of the year, date TBC. The event will be around single use plastic.
- AB also advised they have a L2 Plumber who is looking for a local L3 Apprenticeship employer.

7) Date of next meeting

12th September 2019, 3pm at Atlantic Academy, Bideford
January 2019 date to be confirmed at Petroc, Barnstaple.

The Careers and Enterprise Company – ‘Give an Hour’

As per the details on the minutes, here is information from Ben Mitchell in regards to this new campaign.

The Heart of the South West Careers Hub is participating in a national advertising campaign to encourage more employers to get involved with their local school. It's called 'Give an Hour' and we are asking people to circulate information around their networks, including via social media.

Here is some suggested text...

“Dear Colleague

The Give an Hour campaign invites you to make a difference to the young people in your area by giving as little as one hour of your time. We'd particularly like to hear from you if you own or work in a small or medium sized business. It might feel like an hour is too short to have a real impact, but we know from experience that an hour can create new perspectives and inspire new ideas. Just to hear someone's career story or be able to speak to someone who can listen and give advice. Could you be that someone?

Some of the key benefits of getting your business involved include:

- Giving back to your local community
- Helping to develop your future workforce
- Increasing the potential talent pipeline in the local area

Register today at <https://giveanhour.co.uk/register-your-interest> to give an hour and change a life.”



There is a lot more information on the website, including details of the kinds of activity they can get involved in. Anyone interested can register via the website, or they can contact me directly.

Ben Mitchell, Mobile: 07866 793628