



Minutes for Main Board meeting held at Petroc on
Wednesday 12th June 2019 – 2pm

Attendees

Mike Matthews - Chair (MM)
Janet Phillips – NDMA (JP)
Trudi Spratt – Barnstaple Chamber of Commerce (TS)
Bill Blythe – Vice Principal, Petroc (BB)
Sean Mackney – Principal Designate, Petroc (SM)
Chris Fuller – TDC (CF)
Dominie Dunbrook – NDC (DD)
Lee Tozer – DWP (LT)
Tony George – DWP (TG)
Phill Adams – LEP/DCC (PA)
Nicola Williams - ESB Co-ordinator (NW)

1) Matters arising from previous minutes

- David Barker, chair of the North Devon Marketing Bureau is happy to attend future ESB Advisory Group meetings.
- Chris Mullen, Accord Marketing, did not reply to NW email. TS to message him directly.
- Careers and Enterprise Hub. NW has spoken to Ben Mitchell to confirm which schools they are working with The Careers and Enterprise Hub. PA passed onto NW and MM a list of participating schools. A copy is attached to the minutes
- BB confirmed that Jack Jackson (Chair of Nordab) had been invited to this meeting but declined. JJ has asked the careers lead of Lampard Vachell School, Sam Barham, to attend in the future.
- NW spoken to Dan Brown from Petroc regarding LMI data. NW to circulate the information with the minutes.

2) Matters arising from ESB co-ordinator update

No matters arising from previous minutes.

3) ND ESB Advisory Group Meeting 23rd May

There were a few apologies from attendees from the last meeting that resulted in no representation from schools or Local Authority, however it was still a well-attended and a positive meeting.

It was noted that some schools could not attend as the meeting fell during their work experience weeks and the careers lead were out on visits.

It was decided that for future meetings there would be guest speaker(s), on the agenda, for a 5/10 minutes presentation. The next meeting is confirmed for 12th September; LT will talk about the DCC and DWP Employer Disability Hub and PA will talk about Local Labour Market Information Data.

It was also discussed if the three Advisory Group meetings should be themed/seasonal. LMI data to be discussed in the autumn term and discussions about work experience options at the first meeting of the New Year.

ACTION: NW to ensure that any future Advisory Group Meetings do not clash with school activity.
--

4) Future Funding of the ESB

It has been confirmed that the ND ESB Co-ordinator post has been extended up until the end of July 2020. NW's working hours will remain the same as 30 hours a week, term time only. NW confirmed that she will be working up until 18th July 2019 and will return for the new academic year on Monday 2nd September 2019.

We need to keep evidence to demonstrate the positive impact the ND ESB has as a required body when looking to secure future funding.

ACTION: NW to continue to evidence all work ND ESB in regards to local employer and education establishments.
--

5) ESB & LEP involvement

The LEP (Local Enterprise Partnership) are engaging more with Employment and Skills Boards via SAP's (Skills Advisory Panels); MM suggested the ND ESB should work more closely with the LEP.

SAPS is an ESB for each LEP area with a given responsibility for holding evidence of what the skills picture is, which will be business led and evidence based. They will be working on a strategic approach around shared understanding of needs, mapping out the focus on T Levels, careers advice and in the future a role in how money is spent in the skills system. The SAP will be a wider partnership of the 5 ESB's amongst the Heart of the South West; Northern Devon, Plymouth, Heart of Devon, Somerset and South Devon/Torbay.

A SAPs meeting will be held on the 29th July at County Hall in Exeter. MM and BB will attend this meeting, with TS and JP also attending, if able. A decision on future representatives for this meeting will be decided at the next main board meeting. Future

SAPs meetings will be held bi-monthly. There will be representatives from each of the ESB's, education providers and funding bodies. A letter has been sent to all ESB's to nominate a representative to sit on the SAP with a maximum of only 20 representatives, from all of these areas, to sit on the panel. PA stated that he is willing to attend further ESB Board meetings representing both the LEP and DCC.

ACTION: PA to send **MM** a copy of the ESB SAP invitation letter.

MM – a representative(s) will need to be decided to attend the SAP meeting.

6) Visibility and Identity of the ESB

6a - Terms of Reference

JP had updated the Terms of Reference and these are attached with the minutes.

MM confirmed that the focus of the ESB for the forthcoming academic year, would be to collate a directory of local employers who are willing to provide work experience, attend education careers events and/or offer mentoring. This information can then be used by the ESB to be able to fulfil the schools careers advisors requests.

It was discussed that an external marketing communication piece needs to be produced for all members to use to promote the ESB as a vibrant and positive, forward thinking ESB. Ideally this half page document to be produced before the SAP meeting on the 29th July.

ACTION: NW to start to collate this information for the employer database.

BB, CF, DD and **NW** to meet to discuss the external marketing communication

6b – Website

BB had agreed that Petroc would cover the cost for NW to attend a WordPress course to be able to update the existing website. NW contacted Kathy Rustell, RTS Web Design to deliver this training. Kathy looked at the website and stated that the existing website is too old to be able to update and suggested a new web page be designed from scratch. She has offered to build, design and develop a fully functional interactive mobile responsive website, up to 10 pages, and then train NW in how to update the website going forward. This will be at a cost of £799. BB confirmed that Petroc would be willing to pay for this. NW will send BB, JP and MM the contract details after the meeting with RTS Web Design.

ACTION: NW to arrange a meeting with RST Web Design to confirm what she can provide and the final cost. NW will send BB, MM, JP the contract and costing agreements.

7) Reverse Job Fair

TG updated the board on the Reverse Job Fair event on the 6th November 2019, hosted by the Northern Devon Employment and Skills Board and Barnstaple and Bideford Job Centre Plus. (Time and venue to be confirmed). The event will be working collaboratively

with Next Steps Development, PLUSS, Young Devon, Petroc, Project Search and Empowering Enterprise.

The event addresses raising the employment aspirations of people with disabilities and the aim of the event is to introduce employers to a group of disabled people who are currently looking for work, with a view to recruiting them or to offer work experience.

Employers will receive in advance an anonymised summary of each candidate prior to the event. Ambassadors will greet the employers and then take them to the candidate that they are interested in.

Before the event there is an Employer Awareness Breakfast for employers who are interested in the Reverse Jobs Fair. This will include myth busting, cases studies and training sessions. The Employer Awareness Breakfast will be held on Tuesday 24th September 2019 8:00 – 10:00 at the Next Steps Development on St Georges Road, Barnstaple.

National Inclusion Week also takes place 23rd – 29th September. This is created and run by Inclusive Employers. National Inclusion Week is an annual opportunity to raise awareness of inclusion in the workplace, there will be webinars available throughout this week that will enhance the employer's awareness.

The event will now be published to get employers on board with another planning meeting for collaborative partners scheduled for Wednesday 26th June.

8) Any Other Business

TS discussed that we should hold an Emergency Contact List of the Board Members.

TS updated the board that the ND Environmental Event at GTS is no longer taking place on the 12th September, a new date is to be confirmed.

<p>ACTION: NW to arrange to compilation of the list. TS to confirm new date the ND Environment Show.</p>

9) Dates for future meetings

Main ESB Board Meeting

Thursday 3rd October 2019

Thursday 6th February 2020

Thursday 11th June 2020

Meetings are 3pm-5pm and held at Petroc, Barnstaple

ESB Advisory Group Meeting

Thursday 12th September 3.30pm – Atlantic Academy, Bideford

Wednesday 15th January 2020 3pm – Petroc

Wednesday 13th May 2020 3pm – Venue to be confirmed.

