



**Minutes for Northern Devon Employment and Skills Board Advisory Group meeting
Cotie Centre, Petroc, Wednesday 15th January 2020 – 3.00pm**

Attendees

Trudi Spratt (TS) (Chair) – Barnstaple Chamber of Commerce, Anew South West
Bill Blythe (BB) – Vice Principal, Petroc
Janet Phillips (JP) – North Devon Manufacturing Association, Anew South West
Dominie Dunbrook (DD) – Economic Development Officer, North Devon Council
Phill Adams (PA) – Head of Skills for Devon County Council
Nicola Williams (NW) – Employment and Skills Board Co-ordinator
Andy Branston (ABr) – Senior Youth Support Worker, DYS Space Ltd, Bideford
Ben Mitchell (BM) - Enterprise Co-ordinator, The Careers & Enterprise Company
Joanna Nancekivell (JN) – HR Executive, Applegate
Kath Hames (KH) – Petroc Business Engagement Account Manager
Pete Wilcox (PW) – Community Champion, Asda Bideford
Anne Sutton (AS) – Training and Development Officer, TDK Lambda
Sahara Stockwell (SS) - Support for Schools and Employer Advisor, JCP Bideford
Tony George (TG) – Employer Advisor, JCP Barnstaple
Walter Moore (WM) – Community Champion Asda, Barnstaple
Heather Cox (HC) – Careers Admin, Bideford College
Paula Byers (PB) – President Barnstaple Chamber & Chair Digital Northern Devon
Gail Richards (GR) - Training Manager & Apprentice Lead for N D Healthcare Trust
Louise Leonard (LL) – Careers Engagement Office, Great Torrington School
Tamsin Winter (TW) – Assistant Head and Careers Lead at Lampard Vachell School

Apologies

Mike Matthews – Lineal Software Solutions
Chris Fuller - Economic Development Officer, Torridge District Council
Lauren Deacon – HR Manager, TCI Bideford
Serena Thomas – Careers Lead, Park Community School
Andy Parsons – Aspire Leader, Braunton Academy
Jane Maynard – Maynard Johns
Rachael Cobbledick – Holsworthy Community College

1) Welcome and Introduction

TS welcomed all attendees to the meeting.

BB welcomed all to the meeting and to the first opening day of the Centre of Technology and Innovation Excellence (Cotie) Centre and invited all attendees to attend a soft launch VIP event of the new centre after the meeting.

The Cotie centre is available for micro and start up business giving them at technology centre in which they are able to, with low cost rental, use the IT and bench facilities to create proof of concept. There will be an Employer Launch of Cotie on Friday 7th February 8am – 10am.

2) Around the room introductions

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

3) Presentation from Phill Adams

PA gave an informative profile of Labour Market Information in Northern Devon. A copy of the presentation and information on Torridge and North Devon Employment Skills data is attached.

A healthy discussion followed the presentation and all attendees found this format of information interesting and informative. Looking at the inclusivity of Northern Devon is something we need to work on in the future to keep continuity.

4) Discussion of forthcoming events

Attendees gave the following information of events and activities. These dates will be added to the ESB website calendar.

Andy Branston – Space/Bideford Youth Centre.

Tech Jam 15th & 16th February

Poster of event attached

Heather Cox - Bideford College

Careers Fair 13th February 9am – 3pm

Work Experience week will be w/c 16th March

Tamsin Winter – Lampard Vachell

Work Experience week will be w/c 16th March

Louise Leonard – GTS

Work Experience weeks will be w/c 20th April and w/c 27th April

Janet Phillips – North Devon Manufacturing Association

Careers South West are hosting Big Bang 17th April at Pilton Community College, for year 7 students. Free to exhibit for employers. Any further information can be found on the NDMA website or contact details through NW.

Sahara Stockwell – JCP

Mentoring Circle for young jobseekers age 16-24. Week commencing 29th June and to be held in Barnstaple. Linking young jobseekers with employers to talk about employability and soft skills, offer mock interviews and guidance.

First Mentoring Circle was held in December in and was very successful with 9 jobseekers with 9 employers where they all had mock interviews and one has gone into employment from this. If are any employers interested in joining the Mentoring Circle to contact Sahara Stockwell SAHARA.STOCKWELL@dwp.gov.uk

Hospitality Jobs Fayre – Green Lanes Shopping Centre, Barnstaple. Friday 28th February 10am -2pm.

Bill Blythe – Petroc

Apprenticeship Fair. Thursday 5th March. 1pm – 6pm. (Invite attached).

Free to exhibit for Employers

1pm-2pm Schools

2pm-4pm Petroc Learners

4pm-6pm Open to the public

Employer Launch of the Cotie Centre – Friday 7th February.

8am – 10am

Kath Hames – Petroc

Manufacturing HR Forum – Petroc Mid-Devon Campus, 26th March 9.30am- 12 noon

<https://www.eventbrite.co.uk/e/manufacturing-hr-development-forum-registration-91791965239>

5) Any Other Business

There was no other business.

6) Date and venue of next meeting

Wednesday 10th June 2020 at 3pm.

Venue to be confirmed.