

**Regional Learning & Skills Partnership South West & Mid Wales
RLSP Board**

MINUTES OF MEETING

HELD ON

Wednesday, 6th March 2019, 2pm
The Baglan Innovation Centre, Port Talbot

Present:

| Name | | Representing |
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| Paul Greenwood | PG | Chair of RLSP |
| Sharron Lusher | SL | Haven Waterway Enterprise Board |
| Barry Liles OBE | BL | Chair of Provider Group |
| Huw Matthias | HM | Chair of Advanced Materials and Manufacturing |
| Judith James | JJ | Higher Education |
| Louise White | LW | Chair of Creative Industries and Professional Services |
| Emma Benger | EB | Careers Wales |
| Samantha Wilson Croft | SC | Chair Tourism and Leisure |
| Rhys Morgan | RM | DWP |
| Edward Morgan | EM | Chair of Food and Farming |
| Phil Lumley | PL | Chair of Construction |
| Tony Sawyer | TS | Chair of Health and Social Care |
| Mark Jones | MJ | Further Education |
| Rob Basini | RB | Federation of Small Businesses |
| Helen Rees-Morgan | AR | Directors of Education |
| Martin Nicholls | MN | Directors of Regeneration |
| Kathryn Robson | KR | Adult Learning Wales |
| Jane Lewis | JL | RLSP |

| Ref | Item | Action By Whom |
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| 1.0 | <p>Apologies</p> <p>Apologies for absence were received from – Gareth Morgans Mike Shaw Ceri Stephens Kim Phelps Arwyn Watkins Nicky Howells</p> | |

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| 2.0 | <p>Welcome and Introductions</p> <p>The chair welcomed Samantha Wilson-Croft and Edward Morgan to their first meeting and congratulated them on their appointment to the position of chair of the Tourism and Leisure and Food and Farming Cluster groups.</p> <p>AGREED: that a letter be sent to Nigel Williams and Lucy Good thanking them for their contribution to the Board as Chair of the Food and Farming and Tourism and Leisure Cluster group.</p> | JL |
| 3.0 | <p>Minutes of the Last Meeting</p> <p>JL confirmed that the actions had been completed and sought approval of the minutes of the last meeting held on the 23rd January 2019.</p> <p>Minute no 5 - JL informed the Board that Rhodri Griffiths would be invited to the next Board meeting.</p> <p>Minute no 8 - JL informed the Board that SDF and SPP funding was currently being reviews and a report would be brought to the next meeting. MJ also confirmed that clarity was being sought on the future of the fund from Welsh Government.</p> <p>Agreed: that the minutes be approved as a correct record</p> | |
| 4.0 | <p>Mangers report</p> <p>A Update on appointment of Chair of the RLSP JL reported that the document outlining the role of the Chair had been distributed to everyone on the RLSP database, to all the cluster chairs for wider distribution; to FSB, NTFW and DWP. To date two applications had been received.</p> <p>B Appointment of Cluster group Chairs. JL reminded the Board that it had been agreed at the last meeting that the appointment of the Cluster group chairs would be staggered to ensure that there was continuity within the Board. She stated that two new appointments had been made for this meeting and all Cluster groups had been asked to consider the appointment of chair during the recent group meetings. The next chairs to be confirmed to the Board at the June meeting.</p> <p>C Inquiry into the Regional Skills Partnerships JL reported that the Economy, Infrastructure and Skills Committee of the Welsh Assembly was undertaking a review of the 3 Skills partnerships in Wales. The main areas being covered under the review are:</p> <ol style="list-style-type: none"> a. Data and evidence used by the RSP's b. Partnership engagement with employers | |

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| | <p>c. The link between the RSP work and the work within the City and Growth Deals.</p> <p>d. Ability to reflect current and future skills demands</p> <p>e. Knowledge of the foundation economy and the Welsh language.</p> <p>f. Are the RSP's adequately resourced.</p> <p>g. Welsh Government policy on skills and higher level skills</p> <p>h. Impact/change that the RSP's have influenced.</p> <p>JL reported that she would be giving evidence to the Committee on the 21st March and Mark Jones had also been invited to give evidence on behalf of the Further Education colleges. The Federation of Small Businesses; the Wales Retail consortium; Care Forum Wales and Food and Drink Federation; NTFW; Welsh Language Commissioner and the University sector would be meeting with the Committee on the 27th March and 4th April. The Board noted the report</p> <p>D Employers survey JL reported that the survey had been distributed to over 13,000 businesses using various distribution channels and she thanked all the Board members for their work in getting responses from businesses. She reported that to date 165 surveys had been completed by businesses but they were coming in daily. She stated that there was another push to businesses that had completed the survey last year but had not done so to date and she sought the views of Board members as to whether they had any other ideas. The Board members suggested including more direct information about what has changed as a result of their input and this may encourage more businesses to complete.</p> <p>AGREED: that data on the changes for each of the sectors be included in an email from the Chair of each Cluster group and the FSB.</p> <p>JL reported that they were also commissioning a piece of work from an external contractor to gather new company data specifically targeting sectors where there was a low return. This work would be undertaken during April and May targeting 500 additional businesses. JL reported that a new cluster group would be established for the public sector bodies to include the 6 Local Authorities, Fire, Police, Health Boards, Ambulance Trust and the National Park authorities.</p> | JL |
| 5.0 | <p>Update on Regional Employment and Skills Plan 2019</p> <p>JL – Informed the Board members that the RLSP have not received formal specification from Welsh Government. It is anticipated that the plan would be for a 3 year period. The data was also awaited from the Welsh Government.</p> | |

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| 6.0 | <p>Presentation by Rob Basini FSB on the Skilful Wales report</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>A Skilful Wales Presentation V1.ppt FSB Wales A Skilful Wales Report Decen</p> <p>RB outlined the findings of the report and stated that 455 businesses had been engaged across Wales in the process. He reported that in the South West and Mid Wales RLSP region 162 businesses had responded. A number of the issues highlighted by employers were very similar to those raised within the RLSP plan including attitude to work; experience and recruitment difficulties. The report also highlights the type of training required and what method of training the companies are using and the need for soft skills and more flexible training.</p> <p>Action: circulate the report to the Board members.</p> | JL |
| 7.0 | <p>To receive an update on the City Deal and the Skills Intervention.</p> <p>JL –informed the members that the Swansea Bay City Deal review was nearing completion and it was hoped that the projects would then be able to move forward. Further update will be provided at the next Board meeting.</p> <p>BL updated on the ESB and stated that Rhodri Griffiths was now leading on the delivery of the City and Growth Deal in the region.</p> <p>MN stated that it was necessary for the skills project to be approved at the same time as the first project to ensure that any changes within the skills landscape could be developed.</p> | |
| 8.0 | <p>Update from the Chairs of the Provider and Industry Cluster Groups.</p> <p>PL – Informed for the group that there had been a good representation of the sector in the cluster group meeting with Tier 1 and 2 contractors and SME businesses in attendance. PL stated that there was work being undertaken on a plan to develop placements within schools and increase the opportunities around apprenticeships.</p> <p>TS – Shared with the group that he sits on the Social Care Wales team and on the Health Workforce Development group on behalf of the RLSP and his company. He reported that a number of companies he had spoken to were happy that the Level 2 had been kept as an identified training need in the region however there was still issues being raised on the</p> | |

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| | <p>apprenticeship levy being paid by the Health Boards and Ambulance Trust and the organisations needing to get some of this money back through the apprenticeship training route.</p> <p>EM –referred to a model of good practice “Tasty Careers” that could be rolled out to other sectors. The career map showcased job opportunities within the food sector that could be targeted to school leavers. EM stated that he had made contact with a number of organisations and was focusing on the farming community to get their involvement into the survey.</p> <p>LW – referred to the Cardiff Commitment bringing the public and private sectors together to work in partnership connecting young people to the vast range of opportunities available in the world of work. The goal of the Cardiff Commitment is to ensure that all young people in the city eventually secure a job that enables them to reach their full potential whilst contributing to the economic growth of the city. LW stated that a number of large organisations had already signed up and she queried whether such a commitment could be set up in Swansea. EB stated that Careers Wales were working with 12000 employers and there was a pledge to work with schools by those employers</p> <p>Action: include an item on the agenda of the cluster groups to consider employer engagement.</p> <p>HM – stated that a number of new employers attended the last cluster group and there had been a considerable amount of discussion on the degree apprenticeships for engineering and manufacturing. There was some concern regarding the length of time that it was taking to get the degree apprenticeship programme agreed. There was also a discussion on what the SDF funding was being used for including dog walking and pet sitting.</p> <p>Action: report back to the next meeting on what courses are being delivered under SDF.</p> | JL |
| 9.0 | <p>Any Other Business</p> <p>RB informed the Board that there would be an event held on Low Pay Commission on the 20th and 21st March in Neath and Port Talbot.</p> <p>JL informed the Board that Matt would be leaving the RLSP on the 22nd March to work with Welsh Government Policy.</p> <p>Action: that a letter be sent to Matt on behalf of the Board thanking him for his work with the RLSP.</p> | |
| 10.0 | <p>Dates of next meeting:</p> <p>11th April, 2019 2pm Beacon, Llanelli 16th May, 2019 2pm Castle Hotel, Brecon 12th June, 2019 tbc</p> | |