



## Essex LSIP Strategic Board

### MINUTES

**Friday 2<sup>nd</sup> December 2022, 10.00am – 11.00am  
Teams Meeting**

#### **Attendees**

Denise Rossiter CEO, Essex Chambers of Commerce  
Andy Sparks LSIP Project Director, Essex Chambers of Commerce  
Paula Horner Chief Operating Officer, Essex Provide Network  
Elaine Oddie Company Secretary Essex Chambers of Commerce & Senior Partner, NSO Associates LLP  
Nick Brown Head of Economic Inclusion, Southend City Council  
Gerard McCleave Assistant Director for Economic Growth & Partnerships, Thurrock Council  
Kate Koslova-Boran Strategic Lead for Employability and Skills, Thurrock Council  
Karris Rowbotham HR & L&D Manager, DP World  
Justine Addison Head of Talent, Ground Control  
Karen Spencer Principal, Harlow College  
Mark Doran Director of Sustainable Growth, Essex County Council  
Alex Brennan Talent Manager, Northumbrian Water Ltd & Essex & Suffolk Water  
Marcella M'Rabety Group Head of Education, Skills & Employment, MAG Group on behalf of Stansted Airport  
Lucy Childs Events Coordinator, Essex Chambers of Commerce

#### **1. Welcome & Introductions – DR**

- DR welcomed attendees and emphasised that the LSIP project will be 'business driven and employer lead' and the role that the Chambers will have in facilitating this aim.
- Collaborative working across private and public sectors will be the key to the success of the project and the progression of Essex.
- The Secretary of State for Education, Gillian Keegan, has already mentioned the Essex Chambers and the LSIP project in the House of Commons.

#### **2. Apologies for absence: Louise Aitken, Helen Gray, Erin Price & Denise Brown**

#### **3. Declarations of interest - AS**

- AS explained the Department of Education requirement for LSIP Boards to have a written policy on Declarations of Interest, that is then agreed by the Essex Chambers Board. Once agreed the policy will be available to view on the Chambers website.
- LSIP Board Members must declare any conflict of interest, this information will also be displayed publicly on the Chambers website.
- A survey will be circulated to attendees, they will have 30 days to declare any interests.

#### **4. Purpose & make up of Board - AS**

- Department of Education has allowed for flexibility on how Chambers run their LSIP Boards with each organisation operating differently.
- Essex LSIP will have a formal Board, with meetings to update and engage key stake holders on the project.



- The Board will;
  - Have strategic oversight of the project
  - Measure progress
  - Work towards key milestones
- The Board will be made up of;
  - Named stakeholders
  - Colleges
  - Independent skills providers.
  - Representatives from three separate Councils within Essex; Essex County Council, Southend City Council & Thurrock Council.
  - Representatives from a range of industry sectors.
- KS suggested including representatives from the Health sector, DR is currently in talks to secure a Board Member from this sector.
- GM discussed wider engagement with employers. AS confirmed that the project will be inclusive of employers outside of the Chambers Membership.

#### 5. Review & Agree Draft Terms of Reference – AS

- AS outlined the Draft Terms of Reference to the Board, followed by a general discussion around prioritising and clearly stating the aims.
- AS took note of attendee feedback and will be circulating the Terms of Reference for approval.

#### 6. Overview of LSIP Project & Update – AS

- LSIP was developed as a Government response to employers concerns over skills shortages. In the Education Act published April 2022, LSIP is the number one priority.
- It is a statutory responsibility for skills providers to engage with LSIPs. Designated providers give due regard for LSIPs and Ofsted will be monitoring this.
- The Local Skills Improvement Plan (LSIP) is employer focussed and aims to facilitate and develop direct and dynamic working between employers and skills providers.
- LSIP will not be able to cover all of the issues with skills improvement but must identify key priorities, and creative solutions different to those that already exist.
- Once the plan has been established, funding will be available to develop these identified priorities.
- 38 areas in England have successfully bid to deliver LSIPs, 32 of which are Chambers of Commerce.
- Now that Essex Chambers of Commerce have been successful with their bid there are two stages that needed to be met in order for further grant approval;
  - March 2023 – Key Priorities identified and submitted to the Department of Education.
  - May 2023 – Plan submitted and agreed by Secretary of State for Education.
- Due to the time frame of the project, it was confirmed that a Data Analyst will join the project to utilize information and data already available.
- The project will aim to engage with Employers, Named Institutions and Relevant Organisations involved in Skills Planning (ROSPs).
- Employer engagement will include;
  - Launch of dedicated LSIP section on Essex Chambers website with a press release.
  - Employer survey, circulated and available to complete via Essex Chambers website.
  - 1:1 discussions between employers and LSIP team.



- 12 Sector Roundtables – Colleges have identified priority sectors to focus on. Once meeting locations and times have been agreed, each roundtable will be advertised on the Essex Chambers website for employers to attend.
- Named Institute and Relevant Organisation engagement will include;
  - Colleges Roundtable
  - ITPS Roundtable
  - Providers survey
  - Networking
  - Dissemination events
- 10 industry sectors have been outlined for the project. It is not possible to cover all sectors in the timeframe however, there is scope for cross cutting themes which effect a wider range of sectors. Themes such as soft, digital and green skills will be included.
- MD discussed the balance between tackling current and future skills needs. How to include skills needs in emerging industries into LSIP and identify growth sectors. MD also offered to be a conduit between the LSIP Board and the District Councils in the county. Agreed that to include a representative from each district would be too much at this stage.
- KS sits on the Department for Transport – Transport Employment & Skills Taskforce who are currently discussing how can they better link with LSIPs. KS also discussed the need for a more flexible system where curriculums can adjust to meet the needs of business. Government lobbying needed for this, which the Chambers can deliver.
- GM happy to support and share LSIP information via Thurrock business e-zine publication. GM will also provide data collected from a major business survey facilitated by the Council. DR to meet with GM outside of the meeting to discuss further.
- DR highlighted the Chambers ability to share information via its network and encouraged each attendee to share amongst their own networks as well, in order to promote the collaborative approach needed for the project.
- KR discussed that the Freeports are in the process of completing a piece of work on the future skills of businesses within the Freeports as well as indirect employers as a result of the Freeports. Could prove to be a useful piece of research in identifying future skills needs. KD also raised the need to develop life and behavioural skills in order for employees to be able to progress in a company and the fundamental need to introduce these skills earlier in the curriculum.

## 7. AOB

- PH requested AS's presentation to be shared. LC to circulate after the meeting.

## 8. Proposed Dates of future meetings

- DR informed attendees that the next meeting will take place physically on Wednesday 18<sup>th</sup> January 2023 at a venue kindly provided by Essex & Suffolk Water.