

Apologies/attendees	
Attendees	Richard Brame (chair), Jane Gratton (guest speaker), Charlotte Wright (guest speaker), Chris Pyburn (guest speaker), Trudy Sore, Josie Kane, Jon Neal, Michael Gray, Natasha Waller, Carole Burman, Ian White, Tina Ellis, Anne Harrison, Jenny Cousins, Viv Gillespie, Stuart Rimmer, Phil Stittle, Michael Johnson, Rose Shisler, Ali Burns, Sara Mayhew, Brendan Keaney, Jo Kreckler, Peter Ingram, Ali Burns, Tom Hunt MP, Karen Green, Peter Basford, Lindsay Long, Paul Simon, Emma Alderton (minutes)
Apologies	James Cook, Peter Basford, Deborah Gingell, Laraine Moody



## People and Skills Group

Agenda item	Action points	Responsibility
1.	<p><b>Welcome</b></p> <p>Richard welcomed the board to the first meeting of the People and Skills Group. Emma went through housekeeping i.e. the use of Zoom for this meeting.</p>	
2.	<p><b>Purpose of the People and Skills Group</b></p> <p>Richard discussed the 4 themes that would shape this first meeting and explained that these would carry through future meetings also and that future guest speakers will be selected based on their relation to these topics.</p> <p>Working both with improving the skills of those who are in place, but also how we can smooth the transition from education and employment.</p> <p>Also, there will be some focus on the skills uplift that we can leverage from other ongoing projects and making the best of what is available already.</p> <p>Lastly, some discussion around Health and Wellbeing, both physical and mental health, of those working with us and for us.</p> <p>What does that mean?</p> <p>For Richard it's about discussion. It is a talking shop and we want to hear from the whole group. Having a discussion and challenging ourselves. The point is not to listen to a presentation and end it there.</p>	<b>RB</b>

	<p>Everyone will have different opinions and companies are in different places and this is about collaboration and it's about honest and open conversation and making the most of what we are all up to.</p> <p>The meetings are a chance to share information, have a healthy debate and raise questions as we go through the presentations, on the chat, interrupt, whatever is easiest.</p> <p>Richard encouraged everyone to speak up. Not expect speakers to talk and then move to the next. Ask questions and discuss the topics covered.</p> <p>A reminder that we haven't got all the answers. We've put together the agenda for today but this is the start and if anyone has any views then please let us know. Equally if you feel others that you know of would be useful to be included within the group then please let us know.</p> <p>Richard invited Paul to add any comments.</p> <p>Paul reiterated Richards views and the fact that the fundamental point of the group is that the central focus is productivity and how we share success stories and cascade them to our network.</p>	<p><b>PS</b></p>
<p><b>3. and 4.</b></p>	<p><b>Introductions and Apologies for Absence</b></p> <p>Richard began introductions and led all other attendees to introduce themselves.</p> <p>Emma gave apologies for James Cook, Laraine Moody and Deborah Gingell.</p>	<p><b>ALL</b></p>
<p><b>5.</b></p>	<p><b>Election of Vice Chair</b></p> <p>Richard expressed his keenness to elect a vice-chair to support him during his time as chairperson of the group and then take over the reigns as the next chair when the time comes.</p> <p>Richard will come back to this at the end of the meeting to discuss further.</p>	<p><b>RB</b></p>
<p><b>6.</b></p>	<p><b>Thematic updates</b></p> <p>Richard introduced speakers one-by-one and led question sessions.</p> <p>Jane Gratton, Head of People Policy at the British Chambers of Commerce to give her presentation on the BCC's Workplace and Training Commission.</p> <ul style="list-style-type: none"> <li>○ Question from Trudy Sore around the cost of training to the employer – <i>Jane explained that employers should look at it and weigh up the investment of upskilling in comparison to</i></li> </ul>	<p><b>RB</b></p> <p><b>JG</b></p> <p><b>TS</b></p>

	<p>the uplift on bottom-line figures due to better-skilled employees.</p> <ul style="list-style-type: none"> <li>○ Richard followed up with a question around Chamber members and the feedback that the biggest need is with SME's. What does change-management mean to SME's and how can they access that support? – Jane expressed that part of it is awareness. One of the benefits of Chambers is the variety of touchpoints that we have with International Trade, Growth Hubs etc so taking advantage of the connections that the Chamber can bring to your business. Look to the Chamber for support in change-management.</li> <li>○ Stuart Rimmer expressed his thanks for the report when it came out and explained that he found it very useful and enciteful. What is the Chambers' position on the Skills for Jobs plan as it has a fairly radical set of outcomes? – Jane explained that the messaging about filling in the gaps at Level 4 and 5 as there is strong messaging around vocational and technical education being on a par with academic because technical education is really important. Making sure employers are helping to design education. Once we're all at the same understanding, it's about tinkering to improve rather than completely re-inventing things. There is huge evidence of a disconnect at the moment.</li> <li>○ Viv expressed her opinion that the area to focus on is the number of adults looking to take on education. The demand is there but local flexibility isn't. Apprenticeships have been re-designed recently but they are even more job-focussed than they were before so there has to be a full-scale review of the adult budget and how it is utilised locally.</li> <li>○ Carole explained that her organisation has picked up on a couple of points; English as a foreign language and Suffolk is going to embark on a shift to a more experienced and mature workforce so its making sure that the solution is relevant to the audience. Something that worked well was the ETIP incentive pilot and it was positively received but unfortunately cancelled due to over-subscription – Jane shared a couple of positive case-studies with regards to EAFL. She also suggested it's about getting groups of providers together to give training.</li> </ul> <p>Charlotte Wright, Project Manager for the Supply Chain Skills Development Fund presented the fund to the group.</p> <ul style="list-style-type: none"> <li>○ Richard expressed the great opportunity that this fund will be for SMEs</li> <li>○ Emma asked if SMEs need to have a specific project in mind they would like to use the fund for training to carry out – Charlotte explained that they don't necessarily need to but if there is something more general then there is a SCSDF steering group that will advise on a decision.</li> <li>○ Peter explained that, although the fund doesn't work for his organisation, he could make some referrals and connections to businesses that could benefit</li> </ul>	<p>RB</p> <p>SR</p> <p>VG</p> <p>CB</p> <p>CW</p> <p>RB</p> <p>EA</p> <p>PI</p>
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	<ul style="list-style-type: none"> <li>○ Phil agreed that it is a great project and gave some live examples where there are gaps that could be ideal for this fund but, unfortunately, they aren't an SME so is there an opportunity to extend this or another scheme to those employers? – <i>Charlotte explained that if there is money 'left over' then there could be the opportunity but this would be done on a case-by-case basis.</i></li> <li>○ Paul asked if, if the project is used to the max, what would be the uplift? Is there a target? Also, with regards to the leverage between the big corporates and smaller organisations – have you had a good response from larger businesses and is there anything that we can do as a group to help this? – <i>Charlotte passed the question to Michael and he explained that there is no specific target but it will be quantified in terms of business growth. In terms of conversations they have had so far, the project has been very positively received and larger organisations getting involved is key to helping those smaller organisations accessing the fund to in turn be better placed to support the larger organisations.</i></li> <li>○ Josie explained how groups of employers have benefitted and, in turn, supported the project by up-skilling and providing joint efforts. For example, with catering and transport.</li> <li>○ Richard understood which sectors are initially being focussed, but if you are an SME in another sector that wants to be involved can they do so? – <i>Charlotte explained that, although they have goals focus on specific sectors, they would absolutely look at other sectors on a case-by-case basis.</i></li> </ul> <p>Paul Simon presented an update on key initiatives that the Chamber is undertaking, including Kickstart and the LSIP bid.</p> <ul style="list-style-type: none"> <li>○ Richard asked if Paul thinks the level of response is about right for the area or are we performing below or above the rest of the country with regards to Kickstart. – <i>We are doing very well but the number of placements approved (approximately 650) only comes from just over 200 companies so we need to think about how we reach out to the vast number of companies that haven't engaged with the scheme as yet.</i></li> <li>○ Question in the chat box about a scheme similar to kickstart for 50+ - <i>Michael Gray explained that there are a couple of projects that are due to be launched in the autumn and further details will be launched as soon as possible and he will circulate it to the group.</i></li> <li>○ Richard expressed his interest in hearing about the development of the LSIP bid at the next meeting.</li> </ul> <p>Chris Pyburn, Public Health Manager for Suffolk County Council presented some information around workplace health</p> <ul style="list-style-type: none"> <li>○ Richard explained that it would be good to come back to a range of the points that Chris raised in the next meeting as a wider presentation.</li> </ul>	<p>PS</p> <p>PS</p> <p>JK</p> <p>RB</p>
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	<p><b>Please note that there were a number of comments/questions entered into the virtual chat box which are linked below, along with the presentation slides.</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               Zoom chat record - meeting one.txt         </div> <div style="text-align: center;">               Presentation.pdf         </div> </div>	
<p><b>7.</b></p>	<p><b>Takeaways</b></p> <p>Richard explained that he was very pleased with how keen everyone was to get involved in the discussions during today’s meeting.</p> <p>Some of the takeaways Richard picked up on were:</p> <ul style="list-style-type: none"> <li>○ Trying to coordinate approaches around lobbying</li> <li>○ Making more of Kickstart and getting the message out there</li> <li>○ SCSDf – passing on the message and getting involved yourself</li> </ul> <p>Richard reminded anyone who is interested in being vice-chair of the group to contact him for a chat about what the role would entail, as well as anyone that attendees may think would benefit from being part of the group and any future messages that attendees would like to see.</p>	<p><b>RB</b></p>
<p><b>8.</b></p>	<p><b>AOB &amp; Key Messages</b></p> <p>Colleagues agreed that this was a useful meeting. No other business at this time.</p>	