

**OVERVIEW & SCRUTINY COMMITTEE MEETING**
**21 FEBRUARY 2023 FROM 2.00 PM TO 4.00 PM**
**BOURNEMOUTH UNIVERSITY, TALBOT CAMPUS, FERN BARROW, POOLE BH12 5BB**
**COMMITTEE ROOM, 5<sup>TH</sup> FLOOR, POOLE HOUSE**
**Invited Attendees:**

Chair: Councillor Lawrence Williams (Chair)

Independent: Aaron Lawes

DLEP: Vinita Nawathe (Dorset LEP Executive Director)

BCP: Councillor Paul Hilliard

Dorset Council: Councillor Jon Andrews, Councillor Dave Bolwell

**Also Attending:**

Kathryn Hill (Dorset LEP)

**AGENDA**

Item	Subject/Title	Presenter	Actions/Recommendations
1.	Welcome Apologies and Declarations of Interest	Lawrence Williams	To record Declarations of Interest
2.	Agree draft minutes	Lawrence Williams	To approve minutes
3.	Director's overview	Vinita Nawathe	To note/discuss
3.1	Future meetings template		
4	Activities Updates	Rebecca Davies	To note/discuss
4.1	- Skills Update		
4.2	- Business update		
4.3	- Briefing note on Boscombe Digital Skills project		
5.0	Forward Plan	Lawrence Williams/ VN	To discuss/agree
6.0	AOB	All	

Date of next meeting: 13 June 2023

## DRAFT MINUTES

### DORSET LOCAL ENTERPRISE PARTNERSHIP (LEP) OVERVIEW & SCRUTINY COMMITTEE MINUTES

8 NOVEMBER 2022 FROM 2.00 PM TO 4.00 PM

#### MS Teams Video Conference

#### Committee Attendees:

Cllr Jon Andrews (JA) (Dorset Council)  
 Cllr Lawrence Williams (BCP Council)  
 Cllr Paul Hilliard (PH) (BCP Council)

#### Also Present:

Vinita Nawathe (Dorset LEP)  
 Kathryn Hill (Dorset LEP)

#### Apologies:

Aaron Lawes (AL) (independent member)  
 Cllr Dave Bolwell (DB) (Dorset Council)

Item	Welcome, Apologies and Declarations of Interest	Action
1.	Apologies were received from Aaron Lawes.  No declarations of interest were received.	
	<b>Agree Draft Minutes</b>	<b>Action</b>
2.	The Minutes were agreed as an accurate reflection of the last meeting.	All agreed
	<b>Update on Activities since July</b>	<b>Action</b>
3.	<p>VN explained she had recently joined Dorset LEP as the new Executive Director and everyone introduced themselves.</p> <p>VN gave an update on the changes that have happened since July. She explained that Michael Gove is the Levelling Up Minister again and that the Levelling Up White Paper still stands. She explained that the programmes which Dorset LEP were administering have come to an end and been closed, apart from a Growing Places Fund grant and a Getting Building Fund Project which have had their final draw-down of funds. The LEP Team has reduced in headcount significantly since July. With the appointment of the new Executive Director and a new Head of Business growth and Inward Investment, the headcount currently consists of the core team of 5 staff and the 5 staff working with the Careers Enterprise Company, It was noted that currently the Careers Enterprise Company contract comes to an end on 31 August.</p> <p>VN informed that there is a Board meeting coming up on 24 November which will involve a strategic discussion on priorities. She explained that by the end of the financial year, 31 March, there should be an approved plan and budget for the year ahead.</p> <p>VN explained that the LEP is a community interest company and that community of interest is the Dorset LEP footprint. She reminded that both local authority Leaders, and another Councillor for each Authority, are on the Board of the company. The LEP can help with economies or efficiencies to be had with different partners looking to work together.</p> <p><b>Action: KH to circulate the link to the page on the website for the Board members.</b></p>	KH

<b>Update on Activities since July</b>		<b>Action</b>
	<p>VN went on to explain that Dorset LEP is part of the Great South West (GSW) Partnership which has recently received some funding. A couple of expressions of interest have gone in to Innovate UK for their launchpad cluster development scheme, highlighting the Marine and Defence clusters.</p> <p>PH asked whether VN expected to be heavily involved with other Directors in the other LEPs.</p> <p>VN explained there is a LEP Network which represents all the 38 LEPs and that Dorset, Cornwall and Isle of Scilly and Heart of the South West LEP Chief Executives all meet regularly. With the GSW, we have to make sure all three LEPs are equally involved.</p> <p>PH stated that the LEP profile has reduced in the last couple of years and asked whether the LEP will still be doing business engagement.</p> <p>VN explained that Shelley Collins-Trevett has recently joined as Head of Investment and Business Growth and is working on business engagement and that a relaunch of the Business Ambassadors is part of future plans.</p>	
<b>Forward Programme</b>		<b>Action</b>
4.	<p>It was noted that there is not a forward plan for scrutiny at this point. After the Board agrees next step priorities there should be something for the Committee to get its teeth into. It was also mentioned it would be good to have a face to face meeting.</p> <p>VN said that there should be a forward plan by the next meeting on 21 February it was agreed this should be ahead of any purdah requirements for the Council elections on 8 May. VN said that if there was anything that she could help with in the meantime please do get in contact.</p>	

**Next meeting: 21 February at 2.00 pm at Bournemouth University, Talbot Campus, Fern Barrow**

## OVERVIEW & SCRUTINY COMMITTEE

<b>Meeting Date</b>	21 February 2023		
<b>Security Level:</b>	<b>Confidential</b> <input type="checkbox"/>	<b>Commercially Sensitive</b> <input type="checkbox"/>	<b>Unclassified</b> <input checked="" type="checkbox"/>
<b>Paper Title</b>	3.0 Executive Director's overview		
<b>Papers are provided for:</b>	<b>Decision</b> <input type="checkbox"/>	<b>Discussion</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>

### 1. PURPOSE

This paper provides the Executive Director's overview/ background to the other papers in the board pack, to inform the Committee's thinking as they go through the pack ahead of determining the (member led) forward plan of work for the Committee.

### 2. SUMMARY/BACKGROUND

The financial year 2022/23 has been a transition year for the Dorset LEP. The delivery of the final projects of the Local Growth Fund (LGF) and Get Building Fund (GBF) and the late announcement of a reduced central funding allocation for the year led to the rationalisation of staffing and expenditure. In particular, the capital programmes management teams were disbanded, and the core team reduced to five plus five staff engaged to deliver a Careers Enterprise Company (CEC) contract. All staff, bar one long server, are on fixed term contracts.

In terms of capital projects, the LEP continues to have a responsibility for monitoring, evaluation and reporting to BEIS re the outcomes of the of the LGF and GBF until 2025, however the twice-yearly task has been contracted out. The LEP continues to have an interest in five live projects of the Growing Places Fund through its ongoing revolving loan facility, with the returned capital available for reinvestment. The LEP commissioned a review of the Growing Places fund and a paper was taken to the last LEP board to give direction to the FACR committee in working up future options for the focus and delivery of the fund.

The number of committees administered by the core team were also rationalised. With the Programmes and Investment Committee merging into the Finance and Corporate Risk Committee, and some committees previously administered by the LEP passed to the Councils to administer in 2022/23, notably the Enterprise Zone committee, the Rural Enterprise Committee, and the Dorset Tourism Association are currently administered by the councils but remain committees of the LEP. The review of governance also suggested a board composition review which is underway, with the outcomes of a board skills audit to be considered at the next Nominations and Remuneration committee.

The LEP's 2022/23 delivery plan outlined a future core focus of the LEP on Business Growth, Innovation and Skills; and Economic insight and strategy. The LEP has commissioned a series of monthly economic data reports, which highlight skills and labour market insights, and which will be expanded in the new financial year. These are available through the LEP website. Business growth, skills and innovation activities updates are reported to the Skills Advisory Panel and the LEP board and are attached within these papers for your

information. Business engagement and support is a key priority within these activities as at its core, the LEP aims are to help the area to thrive economically and to bring business perspectives into local decision making.

Additionally, the LEP delivers contracts it is awarded. Currently DLEP manages the Careers Enterprise Company contract and two associated projects which it delivers in partnership with both councils. DLEP has also recently been awarded the contract to deliver the Boscombe Digital Skills and innovation hub for BCP via the Towns Fund. A briefing paper re that contract is attached.

The Dorset LEP continues to be engaged in broader partnership working and cluster development activity beyond the LEP footprint where this is considered of potential benefit. The Great South West (GSW) Pan-regional Partnership was officially launched with an APPG event at the House of Lords in January 2023. GSW is a partnership of the three LEP areas, Dorset, Heart of the South West, and Cornwall and the Isles of Scilly. Official government recognition for the partnership comes with a secretariat budget for three years. Areas of focus for the GSW Programme boards include Marine, High Value Manufacturing, Tourism, rural economy and Energy, with cross cutting themes of innovation, internationalisation and trade, and “enablers” in which infrastructure transport and skills are currently put.

Today (14/02/23), all LEPs were informed that they will be in receipt of £250k funding from central government – down from the already reduced £375k of last year. The cost savings and downsizing of the last year have put this LEP in a better position than some to continue the current level of activity over the next financial year. The current Government's intention is that LEP functions should be absorbed into (mayoral) combined authorities where devolution arrangements occur – with the expectation that this should be nationwide by 2030. In the meantime, LEPs have different corporate and financial structures. In our case, DLEP is a body corporate as a community interest company (CIC) and has deliberately taken an agile approach.

The overview and scrutiny committee has a potentially important role to play if there are moves towards devolution on the Dorset LEP footprint or any further change in the LEP remit and operations. It is for the Committee to decide their forward plan. An outline template from a previous meeting is attached to this paper. Members are asked to consider as this meeting goes on what areas they think should be brought to the committee over the next financial year.

### **3. RECOMMENDATIONS**

Committee members are recommended to:

Note and discuss this overview.

Use the following template during the meeting to note and frame suggestions for the format of future committee meetings for the last agenda item.

**Future meetings?**

<b>Subject</b>	<b>Details</b>	<b>Origin of Item</b>	<b>Comments</b>	<b>Date of Meeting</b>
Engagement				
Transparency	Review and advise the Dorset LEP Board on matters of transparency, ensuring the highest standards of transparency and, in particular, the required standards as set down by the Central Government are met.	Terms of Reference	Presentation on the requirements laid out in the Local National Assurance Framework and how they are being fulfilled.	
Best Practice				
Delivery				
Strategy				

## DORSET LEP Skills Advisory Panel and Board

<b>Meeting Date</b>	21 February 2023	<b>Item Number</b>	
<b>Security Level:</b>	<b>Confidential</b> <input type="checkbox"/>	<b>Commercially Sensitive</b> <input type="checkbox"/>	<b>Unclassified</b> <input checked="" type="checkbox"/>
<b>Paper Title</b>	Dorset LEP Skills Update		
<b>Recommendation</b>	None – for information only		
<b>Papers are provided for:</b>	<b>Decision</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Information</b> <input checked="" type="checkbox"/>

### 1. PURPOSE

This paper was first presented to as an update for the Dorset Skills Advisory Panel and Board (SAPB) on 13<sup>th</sup> February 2023, with operational updates from Dorset LEP skills team in Dorset.

### 2. SUMMARY

#### Skills Strategy and Delivery

- **Labour Market Information (LMI)** – the latest LMI has been published providing Q4 and annual data for the Dorset labour market on our website.
- **Skills Boot Camps** – a bid has been submitted to Department for Education in collaboration with Somerset County Council to deliver Wave 4 Skills Boot Camps. The procurement of wave 4 will give greater focus to business need, inviting providers to meet skills requirements. Given a positive outcome from DfE, the procurement will run in Feb – Apr period, with delivery commencing in late spring.
- **BCP Council Skills Strategy and Implementation** – the implementation of the action planning under this plan continues, working across all providers in BCP area. An updated action plan will be available in February.
- **Strategic Development Fund 2022/23** – BPC and WC award of £1.5m to enhance capital equipment for provision of sustainability related apprenticeships and qualifications. Bournemouth and Poole College launched their programme in November and Weymouth College are rolling out their programme currently.
- **FE area review** – the Department for Education is conducting a review of Further Education across the county.
- **Digital Skills, Innovation and Learning Hub** – Dorset LEP have been awarded a contract to deliver this service for BCP, focusing on Boscombe and the wider region. This opportunity will be delivered in partnership, and will include provision of incubator and accelerator services for businesses. The contract was live from the 6/2/2023 with deliver planning underway.
- **DWP Restart** – recent updates of the Restart provision are highlighting case studies of participants helped in to work. SW are reporting the highest level of participant to work rate of 37%. Dorset LEP continue to work closely with the Restart team.

## LSIP Update

From Dorset Chamber, an update on their delivery of Dept of Education funded Local Skills Improvement Plan for Dorset.

- Sector focus
  - Agriculture, Agri-tech and Aquaculture
  - Advanced Manufacturing and Engineering including Aerospace, Defence and Marine
  - Construction
  - Digital Tech and Creative
  - Health and Social Care
- Themes
  - The most pressing skills issues
  - Transferable 'soft' skills affecting all businesses cross-sector
  - Where innovation and investment are changing the demand for skills
  - Net Zero targets, Climate Change and other environmental goals
  - Business process change/digitalisation
- SAPB, Employer, Provider and Learner advisory groups active
- Desk research active
- In-house recruitment of a Data Analyst – change of plan, continuing to use LEP external analyst
- Procurement of B2B external research supplier - Insightful based in Poole appointed and active
  - Online survey live <https://www.surveymonkey.co.uk/r/3DDSMJ5> - please complete
- Next steps –
  - more 1:1 interviews, sector focus groups
  - February 24 - sharing emerging priorities and developing an action plan to evolve and promote provision. Merley House, Wimborne – the link to book is <https://www.eventbrite.co.uk/e/local-skills-improvement-planning-workshop-tickets-484253193337>
  - March, provider consultation and confirm priorities for action
  - April circulate draft report and action plan with final evidence update
  - May – final report and action plan shared and signed off by Chamber Board
  - May 26 – submit to Secretary of State

## Dorset Careers Hub Update

Following the strategic update provided at the November Board, I'd like to highlight a couple of events delivered by the hub.

### Dorset Careers Live

Dorset Careers hub had a very successful Dorset Careers Live event at Poole Dolphin with partner organisation exhibiting. We had good footfall, meaningful conversations with young people (years 8 - 13) and their parents/carers (and some grandparents). We also had discussions with local adults who were interested in retraining or returning to work. Through school promotion and the social media marketing we had raised awareness and attracted visitors. As a result, we will look to run one in Weymouth and Portland, and a post-results day event in summer.

### **SLT Sessions**

In our first event for senior leaders, at the end of November, we attracted around 30 head teachers, deputy heads and governors to join fellow educators to hear the latest updates and inspiration from the world of careers education. Oli De Botton, CEO of The Careers and Enterprise Company was our keynote speaker, taking the stage alongside sessions on building a successful Alumni programme, an overview of Dorset's LMI and LSIP, and research findings into the aspirations, treatment, and achievement amongst working class boys.

Our aim was to build a stronger relationship with this largely disengaged, but key group in the work of DCH, and we achieved our goal, with consistently high audience engagement during the conference sessions and an animated networking dinner. From the feedback forms 87% of attendees gained a wider understanding of the careers education landscape and are likely to allocate more time to it in their institution.

Future events are planning, with 9<sup>th</sup> March being a North Dorset Careers Fair.

The Dorset Careers Hub will be reporting back to government on Tuesday 17<sup>th</sup> January for their annual review. The achievements to September '22 have been positive and we are currently anticipating having 100% Enterprise Advisor coverage by close of Jan 2023.

### **3. RECOMMENDATION**

None – for information only.

**DORSET LEP MEETING COVER SHEET**

<b>Meeting Date</b>	21st February 2023	<b>Item Number</b>	4.2
<b>Security Level:</b>	<b>Confidential</b> <input checked="" type="checkbox"/>	<b>Commercially Sensitive</b> <input type="checkbox"/>	<b>Unclassified</b> <input type="checkbox"/>
<b>Paper Title</b>	Dorset LEP Business update		
<b>Recommendation</b>	None – for information only		
<b>Papers are provided for:</b>	<b>Decision</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Information</b> <input checked="" type="checkbox"/>

**1. PURPOSE**

This paper was first presented to the LEP Board on 24/01/23 to brief the Board on delivery, activities and developments related to business growth and inward investment within Dorset LEP.

This report supports Dorset LEPs strategic objective for business growth and attracting inward investment to increase employment opportunity and raise productivity of businesses across the region.

**2. SUMMARY**

**UK SPF** - Both BCP and Dorset Councils now have confirmation of their UK Social Prosperity Funding for delivery until March 2024. We are working closely with BCP Council to understand plans for business support services and where Dorset LEP can compliment plans. Work with Dorset council is also underway.

**Inward Investment** - Prospectus for Inward Investment for 5 priority sectors in Dorset are available online and in print if needed. A further guide for Defence and Security is in development. Working with DIT partners, BCP and Dorset Council the team work to share resource and provide effective support service for inward investors.

**South West Investment Fund** - Work continues with the new access to financial initiatives, particularly supporting the British Business Bank and its development of the South West Investment Fund. Launch is planned for Spring with fund available from Summer 2023.

**Growth hub funding delivery** – we continue to delivery our growth hub commitments including the bid writing support, business signposting, CRM management, business growth programmes and sector development activity.

**Maritime South West** – a GSW Ocean Futures proposal has been submitted to Innovate UK as a potential investment into marine development along the South Coast.

**AI intelligence** – working with Glass.ai we have further developed the mapping of Dorset businesses, to provide information for both councils that informs delivery needs of UK SPF. Using AI technology and the data crawler developed by Glass.ai we have been able to understand what businesses are needing, the questions being asked, and the answers being published. This intelligence has been shared with both councils as part of their UK SPF planning.

**Future Farming Resilience** – working with Devon County Council we are driving forward

the delivery of support for farmers across Dorset. Delivery, funded by DEFRA, provides free, information and business skills development workshops to help farmers and land managers navigate the changes brought about by the Agricultural Transition. Farmers will be supported to improve the environment, improve animal health and welfare and reduce carbon emissions. The project is aimed to target farmers as the government gradually reduces the Direct Payments, before ending in 2027. This support helps farmers plan and adjust.

**Clusters** – Dorset LEP continue to play an active role in a number of clusters including South West Regional Defence & Security Cluster, West of England Aerospace Forum, South West Agri-Tech, South West Aquaculture Network.

**Dorset LEP Ambassadors** – preparation work is underway to re-launch this programme with a revised focus and a drive to recruit a more diverse membership.

**One Health nucleus** – 2023 will see a One Health conference aimed at Changing Environments in July, as well as two directed OH breakfast events. With the nucleus having established an agritech cluster, we are looking to secure a second cluster of companies working in environmental science, working to ensure food security and resilience for the health of the population.

A briefing paper is attached at appendix 1.

### 3. RECOMMENDATION

None – for information only.

## OVERVIEW & SCRUTINY COMMITTEE

<b>Meeting Date</b>	21 <sup>st</sup> February		
<b>Security Level:</b>	<b>Confidential</b> <input type="checkbox"/>	<b>Commercially Sensitive</b> <input type="checkbox"/>	<b>Unclassified</b> <input type="checkbox"/>
<b>Paper Title</b>	4.3 Digital Skills, Innovation and Learning Hub - briefing note		
<b>Papers are provided for:</b>	<b>Decision</b> <input type="checkbox"/>	<b>Discussion</b> <input type="checkbox"/>	<b>Information X</b> <input checked="" type="checkbox"/>

### 1. PURPOSE

This paper gives an overview of how the Dorset LEP expects to deliver the contract for the Digital Skills, Innovation and Learning Hub, Royal Arcade, Boscombe

### 2. SUMMARY/BACKGROUND

Dorset LEP will operate and deliver a high-end Digital Skills, Innovation and Learning Hub and related ecosystem based in Boscombe to translate the ambitions of BCP strategy into a coherent programme of delivery.

We will deliver through a flexible partnership approach via a small delivery team that is able to create bespoke solutions on a business needs basis. This flexibility will allow us to scale up delivery as the project proceeds from launch.

Our proposal commits to deliver the following impacts and benefits which are directly aligned to the project objectives

- An inclusive, knowledge-based Hub delivering opportunities for residents and business around technology adoption and aspirational learning.
- A coordinated, inspiring digital skills, innovation and learning ecosystem building on existing strengths and generating community learning impact.
- Delivery of specialised incubator and accelerator business support and advice for digital and creative tech companies
- Be the home of digital skills accessibility for Boscombe and the wider community

To achieve the outcomes of the project, we will bring together local partners who are already delivering their expertise to business. By bringing these providers together, we will create a unique offering for Boscombe that offers engagement across the breath of the community, the businesses and importantly, have impact that enhances the region. The Hub will create a communication and visibility plan that works to the partners and delivery outputs needed. This plan will inform the feel of the space and digital look, harnessing a mixture of contemporary digital tools and techniques with more traditional face to face delivery to maximise outreach and ensure coverage of all target groups.

#### **Delivery**

We will be contracted to deliver 1<sup>st</sup> Feb 2023 to 1<sup>st</sup> April 2026. The initial delivery will be:

1. Hub Concierge and Signposting Service

2. Digital Learning Rooms.
3. Digital Tech Incubator/Accelerator.
4. Digital Tech Lab and Showroom (pending space allocation)

Delivery will be at a range of locations, including the shop, Kings Park Skills and Learning hub and Toff Steps Incubation units. We will also deliver in partner spaces and promote through the shop.

We will be recruiting a Hub Officer to provide the concierge and signposting service as well as lead Hub diary management, networking, relationships, and hub development.

### ***Digital visibility***

Initially we would create content that partners could share, reaching a diverse and broad section of the communities in the region. Our delivery would include funding for a hub website and resource for communications delivery. This project needs to link to BCP branding, utilise the BCP contact information for newsletter purposes yet it also needs to have an identity of its own. We will work with a partner to create content that's relevant to the audience we are talking to; we will use the full range of social media to widen the reach as far as possible; we will drive content for businesses through Dorset LEP partners, BCP and local business facing organisation.

By creating a digital comms platform that mirrors the messaging from physical Hub space, we will ensure that we can reach the widest number of people and businesses. A critical part of the delivery model for BCP would be aligning the Digital Platform App delivery organisation with the Hub delivery organisation. By bringing these two together and understanding the needs of the combined provision, we would create an opportunity that has maximum impact.

Our delivery for digital visibility would include:

- Hub Website – embedded with the to the Digital Platform delivery
- Hub social media groups – LinkedIn, Instagram, Facebook
- Email – direct marketing of opportunities to a growing client email list, along with partner client contacts.
- Referrals and case studies of events, actions and opportunities delivered
- Newsletters – ensuring we are part of local stakeholder newsletters, and they are part of ours.
- Promotion through wider networks - British Business Bank, Chamber of Commerce, FSB, IOD and local authority connections

### ***Physical visibility***

The office space that forms part of the BCP package for the Hub, is in a prominent high street facing position, and allows people to see engagement with the learning opportunities, business delivery and to engage in a formal or informal way. The space will be managed by a Hub Officer.

We would create a Hub delivery model including hosted events, drop in sessions and information sharing briefings in Boscombe. Dorset LEP works across the region to help business growth, innovate and access the skilled workforce needed to succeed, so the Hub brings all of those elements together allowing the whole team to be engaged with the delivery of the Hub.

Our partners, and the wider stakeholder group, offer networking and events as a route to reach all audiences. We will be ensuring we are providing, supporting and hosting targeted events where the Hub can showcase its opportunities.

***Accessibility***

This Hub needs to ensure the widest, inclusive and accessible space we can provide, ensuring all feel welcome and able to work, learn or discuss in a confidential and supported manner. We will provide signposting and access to all those who want to engage with and use the service.