

101224551
Revision 01

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Meeting:	Employment, Skills, and Education Working Group
Date:	23 rd Nov 2023
Location:	Suffolk County Council, Endeavour House, Ipswich & Teams Call
Chair:	M. Gray
Attendees:	<p>Chris Young (CY), Head of Employment Affairs Unit</p> <p>Guy Hazlehurst (GH), Workforce Development Lead (observer)</p> <p>Johnathan Reynolds (JR), Employment & Skills Consultant (observer)</p> <p>Rebecca Calder (RC), DCO team (observer)</p> <p>Michael Gray (MG), Head of Skills</p> <p>Natalie Freislich-Mills (NFM), Skills Infrastructure Lead (Regional Skills Coordination Function)</p> <p>Paul Wood (PW), Head of Economic Development (observer)</p> <p>James Chandler (JC), Skills and Inward Investment</p> <p>Simon Allen (SA), Skills Manager</p>
Apologies:	None

Meeting Notes:

1 WELCOME AND INTROS

MG introduced meeting and agenda.

Teams only meeting today due to personal and logistical reasons but MG stated preference going forward would be for ESEWG meetings to be held in person. Confirmed it is in line with DoO to host meetings on Teams occasionally.

Group introductions as follows, detailing capacity within ESEWG:

Guy Hazlehurst – SZC Workforce Development Skills. Helping ESEWG to transition (Deputy for Chris)

Paul Wood - Head of Economic Development at East Suffolk Council (ESC) (Observer). James Chandler will be lead going forward (depending on agenda items). Main role is on Economic Review Group.

Johnathan Reynolds – Employment, Skills and Education consultant for SZC. Non-exec director of New Anglia Enterprise Partnership but not representing that role for purpose of today's meeting.

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Rebecca Calder – technical lead for all DCO Socio-Economic related matters. Sitting on Tourism Working Group, social working groups (Accommodation, Community Safety and Health) and Social Review Group. (Observer)

Eleanor Wright – consultant at Quod, on behalf of SZC. Secretariat role for SZC working groups.

Mike Humphrey (observer) – Director at Quod, on behalf of EDF. Sitting on other Socio Economic working groups, role working on Socio Economic assessment and DoO. (Observer)

James Chandler - Skills and Inward Investment leads at ESC. ESC representative within ESEWG as well as Supply Chain working group.

Chris Young - Head of Employment Affairs at SZC. Responsible for obligations relating to skills and employment.

Natalie Freislich-Mills – Strategic Lead Skills for Infrastructure at Suffolk County Council (SCC). Representing Regional Skills Coordination Function.

Michael Gray – Head of Skills at SCC. (Chair). Flagged that DoO states that ESEWG will be chaired by a representative of Regional Skills Coordination Function. As that is being led by SCC and they will be presenting a lot of items going forward, it has been suggested it is suitable and appropriate that the SCC rep and representative of Regional Skills Coordination Function chair this meeting. Suggestion approved by all meeting attendees.

JR received approval from meeting attendees to record meeting.

No Conflicts of Interest raised by attendees.

2 SAFETY MESSAGE

CY presented safety message – ‘It’s Road Safety Week. Five people die on UK roads every day, so why do we still think it’s OK to speed?’. CY reiterated that safety is the priority.

CY discussed the preference of having safety messages presented in all working groups as emphasises what Sizewell C is trying to achieve, particularly in relation to Employment and Skills as well as Supply Chain. Agreement from attendees.

Safety messages will be relevant and contextual to working group. Recognised it is necessary part of culture of project and EDF.

3 AGREEMENT OF TERMS OF REFERENCE

JR gave introduction to the draft Terms of Reference (ToR) document – core of this working group. The ToR contain the role of the 4 thematic groups (acting as sub-groups to this working group, feeding into the development and drafting of the ASIPs on an annual basis but act as delivery-focussed groups supporting the delivery of this working group and the ASIP).

ToR clearly sets out scope of work and purpose of membership. Also sets out core members in line with DoO (representative from Regional Skills Coordination Function, representative from Sizewell C Co., representative from SCC, representative from ESC and representative from New Anglia Lep.) and observers (rep from civil supply chain partners, rep from MEH, rep from Higher Education and Further Education forum and rep from social and voluntary sector). Observers to be invited to ESEWG meetings going forward.

Agree on definition of ‘observer’ – contribute (strategic insight) but not vote on any decisions as part of the ESEWG.

JR asked if any points of clarification required on the ToR – MG reiterated agreement on defining observer for purpose of this working group and for role of meeting attendees to be discussed at beginning of each meeting moving forward.

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JC requested clarification on frequency of meetings. ToR states quarterly or less depending on agreement. MG clarified DoO states quarterly occurrence or less and MG preference is it remains quarterly from outset – JR echoed it is a quarterly forum for first year and thematic groups will meet on different timescales depending on needs.

Agreement with ToR as they stand. Opportunity to have reviews of ToR as and when necessary.

4 AGREEMENT OF THEMATIC GROUPS AND THEIR MOBILISATION

JR discussed role of thematic groups (vary from Hinkley Point C).

Thematic groups set out in ToR are as follows: 1. Employment Outreach, 2. Skills Infrastructure and 3. Apprenticeship, Education and Young People. Further education/ Higher education principals forum to bring together all education CEO and Principals to discuss and agree on strategic priorities feeding into the thematic groups as required. The thematic groups are linked directly to support delivery of relevant DCO-related funds (Employment Outreach and Bursary fund, ASEC fund and Education Fund and Young SZC).

Option of other thematic groups or tasks groups that can be created as required, determined in due course by the ESEWG.

ToR for the thematic groups has not yet been agreed.

Indicative membership worked up by discussions with ESC and SCC. Invitations not yet made. Some overlap between individual representatives on the thematic groups.

NFM requested clarity on timescales for notifying the colleges. JR confirmed key dates, invitees and draft ToRs should be agreed by end 2023 with meetings commencing early 2024. GH added importance of involvement in Principals Forum – meeting with one of the colleges in next few weeks. Agreement on whether the Principal Forum should be chaired independently – to be discussed offline (GH and MG).

Need agreement on communication going out – preference from MG is the meeting invites are from ESEWG rather than single partner on meeting.

CY raised stakeholder management and who should be attending the thematic groups to ensure successful delivery from the thematic groups.

JR emphasised to attendees that items such as ASEC investments are clearly set out in ToRs of the thematic groups.

ACTION: Indicative memberships to be deduced for the thematic groups following first ESEWG.

ACTION: ESEWG to draft ToR for the thematic groups and setting up the groups from detailed commencement Jan 2024.

5 OUTLINE OF APPROACH TO UPDATE EARLY WORKFORCE INFORMATION

GH discussed early workforce information is a DCO milestone; early version initially produced (launched March 2023 shared with local partners) 'Early Workforce Briefing' – the milestone will be a development of this publication.

Briefing based on Hinkley Point actuals and forecasts and sets out what shape of workforce is likely to be, interventions, courses, standards etc.

The level of Early Workforce Information made available to share with local stakeholders 5 years earlier than Hinkley Point C – SZC and Suffolk partners have therefore had significant head start.

Currently commissioning updated Workforce Information based on the latest available data from Hinkley Point C and undertaking bigger deep dive into Hinkley Point C compared to previous work. GH confirmed SZC are also starting Inclusion, Diversity, Employment and Skills planning process with supply chain – set of templates issued this week to civils aspect for their early workforce.

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GH confirmed narrative and strategy will not be changed/ repeated in updated doc. New document will be a data report, to be read in conjunction with March 2023 Briefing.

6 DRAFT CONSTRUCTION WORKFORCE DEVELOPMENT STRATEGY (CWDS)

GH introduced the CWDS, recognising that at each stage of project you swap out a workforce. CWDS set out in three stages to reflect this – 1) Early works and civils, 2) Mechanicals and 3) Operations.

Drafting of CWDS for Early works and civils is in progress and internal review is imminent - aim that this will be shared for review December 2023.

Not data driven, it will be workforce strategy and priority commitment driven - focusing on 4 pillars 1. Deliver local and regional benefit, 2. Manage workforce risk, 3. Bringing in learnings from Hinkley Point C., and 4. Managing strategically link between the 2 large construction projects.

NFM requested clarity on name of document – to be consistent with DoO: Construction Workforce Delivery Strategy

7 DRAFT EDUCATION AND INSPIRATION ACTIVITIES PLAN

CY provided introduction on Draft Education and Inspiration Activities Plan. Davina (Skills and Employment Outreach specialist) focused on delivering realms of details specified in DCO and DoO.

Updated on a yearly basis and aligned to the thematic groups discussed previously.

Key activities that are planned within the Inspiration plan (hyper local impact) – working with existing partners from Hinkley Point C.

Eight key education projects as part of the Plan: Impact Academy, Young SZC (for 16-21 year olds), Power up, Why! Sizewell C, Fizz and Geek, Doit No, Accelerate Sizewell C, Young Ambassadors.

Stakeholder engagement for producing draft plan – working with local educational institutes, engaged internally at SZC (internal governance process).

MG raised query over monitoring going forward – easy to measure outputs but hard to measure the outcomes of projects and monitoring the impact. CY confirmed monitoring will be done as comprehensively as possible e.g. Fizz and Geek – partnership, once in place, will have a system in place to measure activities undertaken so there is a dataset produced. Need to establish how this is all captured.

JC reiterated the opportunity of spending the time to go through what the local landscape already looks like – JC can feed in specific local East Suffolk programmes and initiatives if required.

MG discussed how docking in will work going forward - structures in place such as Work Inspiration Suffolk (bringing together county councils, local authorities and careers hub). A way to ensure that Davina is docked into everything going on within local area.

CY reminded attendees that this is the first draft programme of many, need to have most impact in first 12 months then build on to have most impact to the local community and align to the needs of the region.

ACTION: Davina to liaise with JC on obtaining specific local East Suffolk programmes and initiatives, if required for input into Plan.

ACTION: Numbering of key education projects to be in chronological/ priority order and timescales specified more clearly.

8 DEVELOPMENT APPROACH OF FIRST ANNUAL SKILLS IMPLEMENTATION PLAN (ASIP)

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NFM introduced the Annual Skills Implementation Plan (ASIP) and importance this will have in the ESEWG and associated thematic groups.

As a group, will need to agree ASIP within 3 months of commencement date and then will go to Economic Review Group for final approval (in line with DoO). Note that although Regional Skills Coordination Function is responsible for producing ASIP, it is a co-created document. Regional Skills Coordination Function currently comprises NFM only but looking to expand as well as obtaining non-skill specialist support.

Purpose of ASIP - translating relevant CWDS and regional skills into implementation activities.

ASIP sits between internal SZC governance and external DCO governance.

Assessment of regional skills need - updated at least annually; strategic input from regional/local partners, local businesses, project developers, industry bodies/networks and education and skills delivery organisations.

Different elements of DoO – ASIP feeds off the CWDS (SZC), Report labour market intelligence help to determine regional need (ESC/districts/boroughs), priorities for this year i.e. how we want to move forward with the information, and project monitoring that is required (SZC).

Will need to analyse the KPIs associated with Young SZC.

For the Bursary Scheme, will need to set out proportion to be made available; identify allocation of grants more than £1k; identify criteria for those less than £1k, and identify providers responsible for allocating those less than £1k.

Will need to identify ASEC investments.

For the Employment Outreach fund and ASEC fund, the group will need to identify amounts to be released, initiatives/projects/measures and KPIs.

Looking to structure ASIP to follow narrative of these funds. NFM asked the ESEWG – does the group feel like the ASIP should be fuller document. DoO specifies elements to be included in ASIP does not include Education Inspiration Activities and it may be beneficial for summary reporting to be included to give bigger picture of what is going on. GH agrees it will be beneficial to go broader than the DoO if that delivers value. ASIP should be a plan that engages people and measures action.

NFM confirmed decision to be made in due course how the outreach fund is moved forward.

JR stated that in DoO, there is a clause stating that ESEWG shall within the ASIP agree metrics and KPIs to measure the effectiveness of education inspiration activities.

Default position is that the ASIP should cover all measures in DoO – ESEWG agree.

MG raised setting of regional need – need to be clear in ESEWG on how this is going to be set. What denotes something as being of regional skills need, simple framework to assist this.

Plans around PPSIP – JR confirmed that realistically ASIP will be delivered, rather than PPSIP due to time constraints.

9 AGREEMENT ON ASSET SKILLS ENHANCEMENT CAPABILITY (ASEC) / EMPLOYMENT OUTREACH FUNDING ALLOCATIONS

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JR introduced ASEC and level of agreement ESEWG should get to in terms of helping guide into the next phase.

Asset skills enhancement and capability fund is a 2-part fund of total £12.8m (£7.8m of capital revenue and £5m on ASEC investments e.g. supply chain).

DoO allocates the ASEC fund on the following basis:

- 15 – 25% on adoption of Site Operations, Support Services and Enabling Works (Phase 1) CWDS (Stage 1)
- 35 – 45% on adoption of the Main Civil Construction (Phase 2) CWDS (Stage 1)
- 35 – 45% on adoption of MEH Workforce (Phase 3) CWDS (Stage 2)

Suggest that lower thresholds of above items are taken = £3.9m fund for early investments, where this can be allocated etc.

MG reconfirmed with JR that the proposed 15 and 35% does not mean that going forward it cannot be increased during those phases. Confirmed that those funds are available currently (lower threshold amounts).

Leverage fund is also set out (in line with DoO).

NFM queried that learning from Hinkley Point C is to not front load and spend all money in early phases. NFM requested whether it is possible to see how the ESEWG envisage that money over the course of the construction period (will need to take into account regional need etc.)

GH clarified it is not anticipated that 50% will be spent in the first year, but preference is to frontload. Advised that drafting of CWDS for Mechanicals may need to be done sooner than currently programmed. CY reinforced that this information is indicative.

MG discussed need to have long term view on the proportion of funding but where it is likely to be going and likely spending. JR emphasised that although this is an annual plan, the allocation of funding needs to be considered on whole project life cycle.

JR flagged that this is not a fund to pay for training, it is there to underpin the infrastructure to support the training.

Agreement by ESEWG that there is up to 50% of fund available for allocation, noting that ESEWG are not fully committing to 50% (definite allocation) as group realise that leading time to skills are long and need consideration.

10 AGREEMENT ON ESEWG FORWARD LOOK AGENDAS AND MEETING FREQUENCY

Meetings will start to hit particular rhythm moving forward i.e. annual cycle of ASIPs being prepared and therefore agendas will essentially be set by the ASIP process.

JR reminded group that 2024 will be an indicative first year and important the group understand timings of other DCO working groups; recognised that ESEWG will likely endorse other working groups i.e. Economic Review Group will sign off ASIP. Annual cycle needs to fit in with scheduled Economic Review Group meetings.

RC raised query of how long ESEWG members will need after a meeting to get actions complete before going to Economic Review Group (note the next Economic Review Group and Supply Chain working group meetings are Jan 2024, Tourism working group are meeting in December 2023).

RC suggested next ESEWG will be in 3 months, other groups will be scheduled at 2-2.5 months to work around ESEWG and Economic Review Group 3 months).

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MG clarified that date for next ESEWG meeting be agreed in due course.

ACTION: EW to collate group availabilities and organise next ESEWG meeting.

11 AOB

None.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
23rd Nov 2023	1	Indicative memberships to be deduced for the thematic groups following first ESEWG.	ESEWG	Dec 2023
23rd Nov 2023	2	ESEWG to draft ToR for the thematic groups and set up the groups from detailed commencement Jan 2024.	ESEWG	Q1 2024
23rd Nov 2023	3	Davina to liaise with JC on obtaining specific local East Suffolk programmes and initiatives, if required for input into Plan.	JC	Dec 2023
23rd Nov 2023	4	Numbering of key education projects to be in chronological/ priority order and timescales specified more clearly.	CY	Dec 2023
23rd Nov 2023	5	Collate group availabilities and organise next ESEWG meeting.	EW	8 th Dec 2023

Author: Eleanor Wright (Quod)