

Economic and Skills Development Partnership
Tuesday 8 May 2018
8.30 - 10.30 am
Dell, Cain Road, Bracknell, RG12 1LF



AGENDA

Item	Description	Page	By	Outcome
1.	Apologies for Absence		Clerk	
2.	Action Points from Last Meeting	1 - 6	Bob Collis	
3.	Heathrow Expansion Consultation		Sundeep Sangha	
4.	High Performing Workplaces of the Future - Forum feedback		Bob Collis	
5.	2-Year Plan Review	7 - 10	Bob Collis	
6.	Sub-group updates	11 - 14	Campbell Christie, Bob Collis	
7.	BID Update		Bob Collis	
8.	LEP Update		Campbell Christie	
9.	Dates of Future Meetings		All to note	
	3 July 2018			

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Economic and Skills Development Partnership
Tuesday, 6 March 2018
8.30 - 10.30 am
Capitol Building, Oldbury, Bracknell, RG12 8FZ



Present: Bob Collis, Chair of the ESDP
James Taylor, Bracknell & Wokingham College (Vice-chair)
Campbell Christie, Bracknell & Wokingham College
Nancy Lalor, Learning to Work
Peter Smith, Thames Valley Chamber of Commerce
Councillor Bob Wade, Small Business Champion
Andrew Hunter, Bracknell Forest Council

In attendance: Councillor Mrs Tina McKenzie-Boyle, Mayor
Atif Bain, Thames Valley Chamber of Commerce
Paul Britton, Thames Valley Chamber of Commerce

Apologies: Tony Bellis, 3M
David Orren, Thames Valley Business Advisers
Julie Rowe, WWP The Key Group
Harry Pickering, Schroders
Anneken Priesack, Bracknell Forest Council

Action Points

Minute	Item
103	<p>Action Points from Last Meeting</p> <p>The minutes of the meeting held on 16 January 2018 were approved as a correct record. Arising from the minutes, the following points were noted:</p> <ul style="list-style-type: none">• Campbell Christie had met with the financial business director of Wellington College, who had joined the ESDP's Partnership Board and Employment and Skills subgroup.• Ingrid Dunbar from Maxis was also joining the Infrastructure sub-group..• Nancy Lalor agreed to follow up with Paul Thomas of Newsquest regarding support for the Photography Competition. (Action: Nancy Lalor)• The 2 year plan would be reviewed as a result of the ESDP summit discussions.• Members commented that the Mayor's Business Forum had been a great success with a focus on apprenticeships, ahead of National Apprenticeships week (5-9 March). The Mayor thanked all for their support and attendance.

Sub-group UpdatesInfrastructure subgroup

Bob Collis provided the following programme updates on behalf of the Infrastructure subgroup:

Programme 1: Local Plan and Policy documents – Heathrow airport had announced 2 further consultations running from 17 January to 28 March on the infrastructure design options and the design principles for airspace. Flight paths would not be consulted on.

Andrew Hunter commented that the Council was in the process of submitting a response to these consultations, which would be shared with the ESDP. **(Action: Andrew Hunter/Bob Collis)**

It was suggested that a Heathrow representative be invited to update the Partnership on plans and the consultation. **(Action: Nancy Lalor)**

Programme 3: LEP and advice to Train Operating Companies – the subgroup had commented on the revised South Western railway timetable to request no reduction in the service to Martins Heron. A response from South Western railway was due in March..

Programme 4: Superfast Broadband – City Fibre would be attending the ESDP summit to discuss the superfast broadband needs in Bracknell Forest..

Programme 6: Sustainable transport – Stuart Jeffries from Bracknell Forest Council was keen for the ESDP to assess the impact of flexible working and travel times. The ESDP Summit would discuss the impact of broadband, housing and office space, flexible working would fit in with this.

Programme 7: Rented and graduate accommodation – it was agreed that this was a difficult topic and was an issue for government.

The Partnership discussed the implications of Houses in Multiple Occupation (HMOs), which could include up to 6 bedrooms without planning permission.

Andrew Hunter commented that affordable housing was delivered through developer plans, and the Local Authority had some influence over the housing mix on new developments.

Photo competition

Bob Collis updated the Partnership on the proposed Photo Competition which would be run jointly with the Local Authority Parks and Countryside photo competition. The competition would run from April/May throughout the year, and the topic had been broadened to cover the urban business environment. The subgroup was looking for prize sponsors, and it was suggested that photographic supply chains in the borough might be approached.

The Partnership discussed the publicity element of the competition, and agreed

	<p>that all partners would promote the competition through their own channels, and a piece in the Bracknell News may be pursued.</p> <p>Bob Collis commented that the latest edition of Bob's Blog had been circulated, and that future editions would be tailored for circulation to a wider business audience. (Action: Bob Collis)</p> <p><u>Employment and Skills</u></p> <p>Campbell Christie presented the Employment and Skills subgroup update.</p> <p>Stephen Crouch, Wellington College had joined the subgroup. Philip Cook of Involve and a representative of Romans were also keen to get involved in the group's work. A new NHS representative was expected to join shortly. The secondary schools were now represented by the Operational Headteacher of Edgbarrow School, Stuart Matthews.</p> <p>Apprenticeship schemes were discussed, including the Bracknell Forest Council scheme and how it would be able to recover the levy.</p> <p>Campbell raised some concerns around the Elevate Berkshire project, and suggested that a representative from Elevate be invited to speak to the ESDP about the project and targets across Berkshire.</p> <p>Schools were required to publish a careers advice policy by September 2018, and the subgroup had recognised a range of approaches to this.</p> <p>The ESDP discussed the importance of promoting apprenticeships and associated training to parents. It was suggested that twilight meetings at business locations might encourage interest from parents as well as young people. It was also noted that parents evenings were key events to promote apprenticeships.</p>
105	<p>Chamber of Commerce presentation</p> <p>Paul Britton (TVCC Chief Executive) and Atif Bain (Project Manager, Sales and Support) presented the current work of the Thames Valley Chamber of Commerce.</p> <p>The Thames Valley Chamber of Commerce was made up of local chamber councils, who feed into national Chamber decision making; forming a powerful position for influencing government policy. The Thames Valley Chamber was the fifth largest (by represented employees) in the country. The Chamber had agreed to join the Thames Valley LEP's Skills and Employment subgroup.</p> <p>The Chamber's 2017 Workforce Survey of its members is aimed at understanding more about the education, skills and talent requirements of its businesses and has provided them with a strong basis for policy setting and lobbying government.</p> <p>The Thames Valley Chamber of Commerce Business Manifesto contains 6 pillars</p>

	<p>that form the foundation of their future working programme; influential, global, connected, competitive, working, ambitious.</p> <p>The Chamber was introducing a Young Chamber group to promote apprenticeships, student encounters with employers, experience of workplace, overseas students, opportunities and advice for entrepreneurs, careers advice and strategy, and technology and engineering. The model for the Young Chamber was being tested, and would be launched under the new Chamber of Commerce website.</p> <p>The British Chamber Council had undertaken a workforce survey in 2017, and would repeat this in May 2018. There was work to be done to better interrogate the data for local insights, but the nationwide results could be shared with the ESDP in the coming months.</p> <p>The Thames Valley Chamber had recently invested in a media suite for video recording, to complement a social media presence for small businesses. It was proposed that this facility could be used to promote apprenticeships too.</p> <p>In response to questions, the following points were noted:</p> <ul style="list-style-type: none"> • There was a risk that in increasing the quantity of apprenticeships, their quality could be compromised. • Apprenticeship agencies are available to share apprenticeships between medium-sized businesses, however it was unclear how effective this ‘timeshare’ process would be for the apprentice or the business. <p>Atif would forward the presentations together with the 2017 survey results for London and the South East. This would be circulated to members as appropriate. (Action: Bob Collis)</p>
106	<p>Local Plan Update</p> <p>Andrew Hunter updated the Partnership on the Local Plan progress.</p> <p>The plan was currently in draft stage, and consultation was ongoing on the planning policies and sites from mid-February to the end of March. 9,000 new homes had been identified in existing plans, but sites for 3,500 additional new homes were required between 2018 and 2034.</p> <p>Andrew commented that Bracknell Forest was losing economic floorspace currently due to the conversion to residential units.</p> <p>Partners were encouraged to circulate the consultation information to their staff and memberships for information, to encourage a diverse response.</p> <p>Arising from questions, the following points were noted:</p>

	<ul style="list-style-type: none"> • Under new government proposals, Councils may be able to take past experience of developers into account to inform planning applications, but could not take into account the experience of other Councils. • An infrastructure plan was being developed to support new proposed sites. • It was unclear how many more residents would be brought to the borough in the new sites, as all sites had a mix of unit sizes. It was noted that the School Places Plan had taken into account the proposed new sites. • It was noted that the Council had a duty to co-operate across boundaries with different Local Authorities, particularly on infrastructure projects.
107	<p>ESDP Breakfast Forum</p> <p>Bob Collis informed the Partnership that the ESDP Breakfast Forum would be held on 12 April 2018 at Wellington College, between 9.30 – 11:30am. Presentations would be given by Morgan-Lovell, City Fibre, and Exponential E, and time for networking would be scheduled. The Partnership noted their thanks to Wellington College for offering to host the event for free, while the refreshment costs would be paid by the Council.</p> <p>All partners were encouraged to attend and promote the event.</p> <p>Arising from discussion, the following points were noted:</p> <ul style="list-style-type: none"> • It was suggested that coffee be served from 8:30am to allow for networking before the event. • Mayor Tina McKenzie-Boyle offered her invitation list which had been used for her business breakfast event. It was also suggested that local Councillors should be invited. • Bob thanked Anneken Priesack for her hard work in organising the event..
108	<p>BID Update</p> <p>Bob Collis updated the ESDP on the BID progress. The BIG BID steering group had led on negotiations with a management company to progress the BID to the ballot, although the company had not yet been named whilst the contract was being formalised. It was noted that their expertise was already proving invaluable. Arising from the advice of the management company, it had become clear that the existing business survey would need to be validated with an additional telephone survey.</p> <p>The steering group continued to progress well, and Bob commented that it would</p>

	<p>be good to get small businesses involved too.</p> <p>Membership fees were to be paid by levy, but the cost of the BID was not yet clear.</p> <p>The local MP, Philip Lee, had not yet been involved in the project and the Partnership suggested that, at the right time, he be informed of the project. (Action: Andrew Hunter/Bob Collis)</p>
109	<p>LEP Update</p> <p>Campbell Christie updated the Partnership on the key messages from the LEP:</p> <ul style="list-style-type: none"> • In a recent inspection, Thames Valley Berkshire LEP had been judged to be “Good” overall with Exceptional features. The Partnership welcomed this news. • A Skills Advisory Panel was being trialled through the LEP to assess whether businesses were getting the skills they required. • The Skills Summit would be launched on 19 April 2018 • The LEP was investing in the Berkshire Apprenticeship Hub, remotely run by Aspire in Slough. • The LEP was engaging with Bracknell Forest Council on their Industrial Strategy.
110	<p>Dates of Future Meetings</p> <p>The Partnership noted that the next meeting would be held on 8 May 2018.</p>



Bracknell Forest Economic & Skills Development Partnership (ESDP) 2-Year Action Plan: March 2017 to March 2019 'Building on Local Strengths'

Actions and Objectives Progress Update – 26 October 2017

Action	Status	R/A/G
1. Build on Local Strengths: hold a business workshop to establish local strengths, business needs and expectations.	Meeting Held: 29 March 2017.	Action Complete
2. Set Objectives: reflecting Bracknell's local strengths and the outcome of the workshop, establish a new set of high level objectives.	Objectives Agreed by Partnership Board: 2 May 2017.	Action Complete
3. Deliver Work-streams: making a positive impact on the local business environment.	Employment and Skills Sub-Group: All 6 programmes progressing	Green
	Infrastructure Sub-Group: 6 of 7 programmes progressing	Green
4. Enhance Membership: ensuring the Partnership Board and Sub-Group memberships remains representative of local business needs, and that there is continuity of Chair/Vice Chair.	On-going: Seven new members have joined in recent months. James Taylor of Bracknell and Wokingham College is now Vice-Chair	Green
5. Identify Funding Opportunities: supporting the work of the ESDP and Bracknell's local businesses.	On-going: application supported by ESDP for funding A322 improvements under National Productivity Investment Fund has been successful.	Green
6. Provide Support to the BID: programme managing to the early-stage development of the Western and Southern Areas BID.	On-going: Specialist BID management company Partnerships for Better Businesses (PFBB) appointed to assist in progressing towards ballot. Ambition Creative will provide Website design services for free.	Green
7. Improve Engagement: identify the potential for collaboration with the Berkshire Thames Valley LEP, Thames Valley Chamber of Commerce and other business organisations.	TV Bracknell Chamber of Commerce meeting attended. TVCC has attended ESDP meeting to present their programmes for Education, Skills and Talent.	Green
8. Communicate: talking to ESDP members and outside organisations to build on Bracknell's local	'Bob's Blog' now regularly circulated. Next issue to be in May.	Green

<p>strengths.</p>	<p>Other initiatives include:</p> <ul style="list-style-type: none"> • A breakfast meeting at Wellington College on 'High Performing Workplaces of the Future' - complete • a campaign based on Bracknell's strengths – ideas may come from the above • a joint photography competition with Bracknell Forest Council – to commence in May 2018 • a joint event with the Thames Valley Chamber of Commerce – to be progressed 	
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Objectives

Action	Status	R/A/G
<p>Identify Bracknell Forest's 'local strengths' as the basis for understanding Bracknell's collective business needs and lobbying on their behalf.</p>	<p>The April Breakfast Meeting on High Performing Workplaces will be used to help define future initiatives.</p>	<p>Green</p>
<p>Through the Partnership's work-programmes provide a co-ordinated voice and support for the local business community, building on Bracknell Forest's local strength.</p>	<p>ESDP influence growing through its activities, including the development of the proposed Bracknell BID.</p>	<p>Green</p>
<p>Be the effective voice of local business in responding to government and local planning consultations. In collaboration with the local authority, aim to build on Bracknell Forest's strengths as a provider of the right environment for businesses to thrive.</p>	<p>On-going. Lobbying has included the Heathrow Consultation, South Western Railways service improvements, the government's Industrial Strategy and funding for improvements on the A322/A329.</p>	<p>Green</p>
<p>Support Bracknell Forest businesses in seeking funding from government and private sector initiatives in areas such as technology development and cyber security.</p>	<p>See above for government initiatives.</p>	<p>Amber</p>
<p>Lobby on behalf of Bracknell Forest's businesses to seek funding for first-class communications and transport infrastructure, such as telecoms,</p>	<p>As above.</p>	<p>Green</p>

road, rail, cycle and walk access.		
Steer and support the development of first-class programmes and initiatives (e.g. Elevate) for training, apprenticeships and skills development in Bracknell.	On-going. See Employment and Skills Sub-Group Workstream.	Green
Support plans for the provision of appropriate housing and leisure facilities for the business community's employees.	Infrastructure Sub-Group unable to identify a role for the ESDP.	Red
Establish Bracknell's first Business Improvement District (BID) covering the Western and Southern Business Areas.	See Action 6 above.	Green
Help establish a vibrant town centre through the promotion of business interest and employment programmes.	No activity identified to date. Lexicon open and successful. Need to understand where and when the ESDP can support.	Green
Establish collaborative relationships with the LEP, Chamber of Commerce and other business organisations.	See Action 7 above.	Green
Increase the membership of the ESDP, ensuring that Bracknell's businesses are appropriately represented.	See Action 4 above.	Green

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ECONOMIC & SKILLS DEVELOPMENT PARTNERSHIP

INFRASTRUCTURE SUB-GROUP

WORK STREAM – UPDATE May 2018



Economic & Skills Development Partnership

Programme 1:	Lead/Review Date
Provide direction and input to the Local Plan and associated policy documents on the Bracknell Forest business community's infrastructure needs.	GH
Update:	Date:
The Local Plan consultation ended on the 26 March. The ESDP did not submit a response. There will, however, be a further opportunity to comment in the Autumn. Heathrow had announced two consultations on the next step in delivering expansion. The ESDP wrote in response to the 'infrastructure design options' consultation on 26 March stressing the need for a new Southern Rail Access between Heathrow Airport and the Bracknell Forest area, linking to trains using the Reading and Waterloo Line.	17/4/18
Programme 2:	Lead:
Explore the viability of creating a Business Improvement District (BID) within Bracknell Forest, forming a Steering Group to assess and report on potential options.	BC
Update:	Date:
The Steering Group has appointed the specialist BID management company Partnerships for Better Businesses (PFBB) to assist in progressing towards ballot. The Steering Group has been joined by Ambition Creative who will provide Website design services for free.	17/4/18
Programme 3:	
Working with the LEP, provide business-led advice to Train Operating Companies and Network Rail on delivering improved rail services to and from Bracknell.	SJ
Update:	Date:
The ESDP responded to South Western Railways' December 2018 Timetable consultation, asking for no reduction in services to and from Martins Heron and where possible for the frequencies to be improved. It is understood that as a result of consultation feedback, SWR has decided to retain the current service levels at Martins Heron.	17/4/18
Programme 4:	Lead
Provide business-led advice on future development needs for Superfast Broadband in Bracknell.	TB
Update:	Date:
City Fibre and Exponential-e spoke on topics covering Full Fibre and other advanced communications at the ESDP Breakfast Forum on 12 April. We will use the knowledge gained to develop an ESDP position on future communications needs for business.	17/4/18
Programme 5:	Lead:
Provide support to the LEP and local authority in seeking funds to improve Bracknell's Strategic road corridors to increase capacity and provide reliable journey times	SJ
Update:	Date:
BFC officers continue to update the ESDP on progress with improvement schemes.	17/4/18

Programme 6	Lead:
Continue to improve and promote the sustainable transport network that	SJ

provides a high level of accessibility to key services including employment, education, healthcare, shopping and leisure.	
Update:	Date:
City Fibre, Exponential-e and Morgan Lovell spoke on topics covering flexible working and changes to workplace environments at the ESDP Breakfast Forum on 12 April. We will use the knowledge gained to develop ESDP initiatives on needs for business.	17/4/18
Programme 7	Lead:
Provide advice and direction on improving the availability of rented and graduate accommodation to meet increasing demand from Bracknell's business employers.	JT ML
Update:	Date:
The ESDP will review the value of continuing to explore this topic.	17/4/18

BC/17/4/18

ECONOMIC & SKILLS DEVELOPMENT PARTNERSHIP

EMPLOYMENT & SKILLS SUB-GROUP

WORK STREAM



Economic & Skills Development Partnership

Programme 1:	Lead:
Introduce a revised apprenticeship programme to the council with a view to the new apprenticeship levy and public service organisation quota being introduced.	BFC HR / AP (monitoring)
Update:	Date:
BFC asked to consider whether this Programme is still relevant.	
Programme 2:	Lead:
Manage and sustain the Elevate Bracknell Forest initiative.	BFC / KN & BA
Update:	Date:
The current Elevate Hub coordinator left their post at the end of February. Plans are being developed to evolve the Elevate model through conversations with partners and a devolution of tasks. Arrangements will be in place for a smooth transition to ensure that there is no impact on service to young people.	
Programme 3:	
Skills for the Lexicon – develop and deliver a recruitment and events programme for the Lexicon Bracknell	LtW / RB
Update:	Date:
Phase 1 (up to September's launch) was successful. BRP have some issues with Phase 2. Retailers are expressing concerns about lack of skilled people. BRP have approached BWC for some assistance but have not followed up as yet.	
Programme 4:	Lead
Promote information available around opportunities for businesses (especially SME's) to take on work experiences, trainees and / or apprentices	CW, PS & CC
Update:	Date:
FSB keen to see short modules offered for small businesses to complement longer approved/funded courses – for discussion at next Sub-Group mtg. Adviza offer in Buckinghamshire may be of attraction in Berkshire – draws down ESF funding. LEP's Skills Summit was successful – 170+. Key speaker was Minister for Employment Alok Sharma MP .	27Apr 18
The ripples of success from the Mayor's Business Forum to promote Apprenticeships continue to have good effect. Schools engaging ore with BWC.. CC has recommended a similar function to CEO WBC.	
Government's Careers Strategy is also positively influencing behaviour especially in schools. Careers Strategy debated in a Panel of Experts Q&A session on 26 Apr at Adviza's annual staff conference.	
ICare Ambassadors scheme re-launched.	
Programme 5:	Lead:
Conduct one or more surveys with local businesses to establish current needs with regards to employment and skills.	CW, PS
Update:	Date:
Programme 6 (monitoring programme):	Lead:
Encourage education providers to develop and offer training in soft skills and employability skills as well as encourage education providers to use available labour market intelligence (LMI) to raise awareness of local skills needs which should inform careers advice and guidance and the curriculum.	LC, CCu, CC

ESDP Employment & Skills Sub-Group

Work Stream

Update:	Date:
CC conducting a series of calls on Secondary School Headteachers to promote this Workstream programme. Highlighting the new TVBLEP Skills Priority Statement that was launched at the Skills Summit on 19 April.	<i>ongoing</i>