

**OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)
TASK AND FINISH GROUP SCOPING DOCUMENT**

| Task and Finish Group Title: | Improving Skills |
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| Membership of Working Group: | <ul style="list-style-type: none"> • Cllr S Corney • Cllr D Dew • Cllr J Morris • Cllr S Wakeford • Cllr Mrs A Diaz (C&P Member) • Cllr Mrs S Smith (C&P Member) |
| Aim: | <ul style="list-style-type: none"> • To develop a flexible and skilled local workforce. • Produce a workforce with a skill set that businesses require. • Reduce the 'skills gap'. |
| Key Officer Contacts: | <ul style="list-style-type: none"> • Lead – TBC • Support – Adam Green, Democratic Services Officer (Scrutiny) |
| Scoping form completed by: | Adam Green, Democratic Services Officer (Scrutiny) |
| Scrutiny requested by: | Overview and Scrutiny Panel (Performance and Growth) |
| Criteria for inclusion in work programme: | |
| Customer Feedback: | <p>In order to establish what skills are lacking with Huntingdonshire, it is important to engage with local businesses to establish:</p> <ul style="list-style-type: none"> • What skills do they want the workforce to have? • What is the best way of increasing the skill set? |
| Council Priority: | <p>The Council has pledged in the Corporate Plan 2018-2022, under the People section to 'develop a flexible and skilled local workforce'. One key action states that <i>'through business activity, promote links between training and education providers and local businesses'</i>.</p> |
| Importance to local people: | <p>Highly important. Providing ample job opportunities for residents will ensure that Huntingdonshire is an attractive place to live. In addition, providing a workforce with the right skill set will ensure that Huntingdonshire is an attractive place to locate a business.</p> |
| Value for Money Concerns: | N/A |

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| Contributes to tackling inequalities: | N/A |
| Improving partnership working: | The Combined Authority currently has a remit to develop better workplace skills and Cambridgeshire County Council are responsible for education. The Huntingdonshire Chamber of Commerce will have information on what skills local businesses require. Working with all partners is important in order to develop a solution to the 'skills gap'. |
| Tackling underperformance in services: | N/A |
| Cross-cutting issue: | N/A |
| Summary of overall anticipated benefits and intended outcomes: | <p>Benefits of study will be:</p> <ul style="list-style-type: none"> • Identify what skills the workforce is lacking (according businesses). • Identify the barriers to developing those skills. • Produce recommendations to reduce/eliminate the skills gap within Huntingdonshire. |
| Indicators of success: | <p>Short Term</p> <ul style="list-style-type: none"> • Increased number of people attending EDGE 'sharper skills for enterprise' events. • Increased satisfaction amongst businesses regarding skills. <i>(Could be measured by a survey of business leaders before work beginnings and then a survey six months after the recommendations have been endorsed.)</i> <p>Long Term</p> <ul style="list-style-type: none"> • Increased number of EDGE customers supported into work. • Increased filling of 'hard-to-fill' vacancies. • Increased number of businesses located in Huntingdonshire compared to present. <i>(Difficult to measure if this is the result of more skilled workforce or other factors.)</i> |
| Scope: | |
| In Scope: | <ul style="list-style-type: none"> • Exploring what skills are required by businesses in Huntingdonshire. • Review what partners are currently doing to reduce the skills gap. • Investigate the effectiveness of measures to reduce the skills gap. – e.g. Upskilling |

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| <p>Excluded from Scope:</p> | <ul style="list-style-type: none"> • Forensic examination of failed past initiatives (<i>The problem needs solutions which work.</i>) • Measures which encourage the ‘importing’ of skills from outside the District. (<i>Logic dictates that if more business move to the area, more people will also.</i>) • Examining the education system. (<i>Solutions need to be found using the resources and framework available.</i>) |
| <p>Benefits:</p> | <p>Working on the skills gap will ensure that businesses located within Huntingdonshire will have access to a workforce who possess the skills required. In addition, residents of Huntingdonshire will be more employable if they possess the skills required by businesses.</p> |
| <p>Council and Partner Involvement</p> | |
| <p>Who would need to be involved from the Council?</p> | <p>Head of Service and/or his nominated representatives.</p> |
| <p>Which of our partners, stakeholders and members of the community should we discuss this with?</p> | <ul style="list-style-type: none"> • Business Leaders (<i>What skills are lacking?</i>) • Colleges (<i>What are the barriers in teaching the relevant skills?</i>) • Combined Authority • Huntingdonshire Chamber of Commerce |
| <p>Review Resources</p> | |
| <p>Evidence:</p> | <ul style="list-style-type: none"> • Data analysis by various groups and institutes on the skills gap • CPIER Report, September 2018 • Previous work by the LEP (<i>now the responsibility of the Combined Authority Business Board</i>) |
| <p>Witnesses:</p> | <ul style="list-style-type: none"> • Head of Development • Economic Development Officer • Combined Authority Representative • Huntingdonshire Chamber of Commerce Representative |
| <p>Site visits:</p> | <p>N/A</p> |
| <p>Consultation:</p> | <p>It is recommended that previous engagement with businesses, by partner organisations, is refreshed. If the task and finish group is to be making recommendations which will enable that businesses have the people with the required skill set to thrive in Huntingdonshire then it is important that Members have the most up to date information available to them. Members will need to know what skills do businesses require their workforce to possess.</p> |

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| | The Task and Finish Group could conduct (via the Council's Economic Development Officer) their own survey of businesses. Or the Group could find the information via the Combined Authority or the Huntingdonshire Chamber of Commerce. |
| Expert Advice: | <ul style="list-style-type: none"> • Head of Development |
| Timescales: | |
| Anticipated Review Start Date: | November 2018 |
| Anticipated Reporting Date: | April 2019 |
| Frequency of Meetings: | <p>Each month with the recommended timetable:</p> <ul style="list-style-type: none"> • November 18 - Discuss and review scope • December 18 - Review the research of key issues • January 19 - Interview an expert witness • February 19 - Interview a second expert witness • March 19 - Action any loose ends and discuss recommendation for final report • April 19 - Issue Final Report |
| Date to evaluate impact: | October 2019 – Review of recommendations |