



## OVERVIEW & SCRUTINY PROJECT START REPORT

<b>Scrutiny Project Group (SPG) Name:</b>	<b>Skills</b>
<b>Date of PSR:</b>	<b>25 July 2018</b>
<b>Person completing PSR:</b>	<b>Councillor Gordon Simmons (Lead Member) Joel Hammond-Gant (Project Support and Management)</b>
<b>Service Manager / CMT Responsibility</b>	<b>Neil Johnson (Assistant Director – Economic Growth)</b>
<b>Sponsor :</b>	<b>Rachel Appleyard (Senior Democratic and Scrutiny Officer)</b>

### 1.0 Opportunity / Idea and Background

- 1.1 To carry out a task-and-finish style review of the Skills Action Plan (2017-2020) at its mid-way point; to examine the success of work that has been undertaken to date, and review remaining actions/objectives to be carried out through 2020 including future barriers such as the impacts of Brexit on skills and employment.
- 1.2 To also consider the longer-term options for skills development in Chesterfield and determine ways in which scrutiny could support future policy and strategy development in relation to skills.

### 2.0 Project Aims / Objectives

- 2.1 To examine the Skills Action Plan (2017-2020) and determine whether the strategy is fit-for-purpose and effective in helping to improve the skills of people who live and work in the borough right now and in the future. The review will place focus on some specific aspects of the plan, including:
  - 1) How Local Labour Agreements have been used to improve skills development;
  - 2) How the Skills Action Plan has helped to encourage and support businesses to take on more apprentices;
  - 3) The work carried out to engage with and support 18-24 year olds not in work, employment or education;



- 4) What plans there are for skills development programmes in schools that are tailored to future jobs within the HS2 industry;
- 5) Producing workable recommendations that support the Council to deliver the Skills Action Plan, improve the level of skills of people who live and work in Chesterfield, and use the input of scrutiny in the development of future strategies and plans.

### **3.0 Proposed / Expected Benefits**

- 3.1 This project aims to support the Council Plan priorities “to improve the quality of life for local people” and “to make Chesterfield a thriving borough.”
- 3.2 Within these priorities, the following objectives will be focused on:
  - To reduce inequality and support the more vulnerable members of our communities;
  - To improve the health and wellbeing of people in Chesterfield Borough;
  - To make sure that local people benefit from growth in Chesterfield Borough.
- 3.3 To meet these objectives, the Scrutiny Project Group will aim to support the work carried out by the Council and partners in respect of skills development, and to support the longer-term plans to secure sustainable economic growth in Chesterfield.

### **4.0 Scope**

- 4.1 The project will review the work that has been carried out through the Skills Action Plan since its adoption in June 2017, using qualitative and quantitative data to measure its success against its key objectives.
- 4.2 The group will also identify and assess the joint working carried out by the Council and key partners across the borough.
- 4.3 The review will consider present and future plans and programmes of work in respect of skills development for HS2.
- 4.4 The group will seek to provide effectual, workable recommendations that help to ensure the objectives of the Skills Action Plan (2017-2020) are met.



- 4.5 The review will also consider how scrutiny could continue to support the delivery of the Skills Action Plan and/or development of future strategies and policies in respect of skills – whether this be through future scrutiny project groups or cross-council working groups.

## **5.0 Project Analysis**

- 5.1 A skilled workforce is vital to the future economic success in any area; enables the growth of higher value activities and helps to attract new businesses to the borough.
- 5.2 More than £700m worth of key developments will be invested in Chesterfield in the coming years, which are estimated to create thousands of jobs. The Skills Action Plan aims to improve the skills of local people to ensure that they can benefit from this economic development in the borough.
- 5.3 When the Skills Action Plan was formally adopted by Cabinet on 27 June, 2017 it noted that Chesterfield had fewer people with higher level qualifications and more people with no qualifications than the national average. Furthermore, despite having relatively low unemployment rates, the objectives of the Skills Action Plan set out to improve the overall position in chesterfield and maximise future development opportunities.
- 5.4 The four key objectives set out in the plan are to;
- Work with partners to ensure that local people and businesses have the right skills to access current and future employment opportunities;
  - Work with Local Enterprise Partnerships (LEPs) and Education Partners to ensure that skills provision is aligned to future jobs growth and economic opportunities from emerging sectors;
  - Maximise the number of training, employment and supply chain opportunities for local people arising from new development and secured through Local Labour Agreements;
  - Provide clear advice and support to local people and businesses about the range of skills programmes available.

## **6.0 Options**

- 6.1 As stated in Section 4.0 of the report (Scope), the group would initially look at the work that has been carried out to date through the Skills



Action Plan, making use of quantitative and qualitative data to review performance against objectives.

- 6.2 Following this, the review will aim to determine how successfully work is carried out in partnership between the Council and key partners, as well as any programmes of work undertaken / services provided independent of the Council, in respect of local skills development.
- 6.3 The review will also pay close attention to the future plans and programmes of work that will support the development of skills for future jobs within the local HS2 industry.
- 6.4 The group understands that skills is an all-encompassing issue that crosses between many of the Council's services areas and Cabinet Member portfolios, but feel that this review can add value to the delivery of the present Skills Action Plan, as well as future policy development around skills.

## **7.0 Work Schedule and Method**

- 7.1 The project started with a guidance meeting between the Democratic Services Officer, Senior Democratic and Scrutiny Officer and Lead Member on 18 June, 2018.
- 7.2 The first meeting of the group took place on 20 June, 2018, at which the scope and direction for the project was discussed.
- 7.3 This document was put together by the Democratic Services Officer and Lead Member for the group, and was circulated to members of the group on 2 July, 2018.
- 7.4 The project start report was sent to the Scrutiny Chairs and Senior Democratic and Scrutiny Officer for consideration on ... and following this, was submitted to the Enterprise and Wellbeing Scrutiny Committee for final approval on ..., 2018.
- 7.5 Suggested timescales for the project to allow a formal report to be submitted to Cabinet in January, 2019 prior to the commencement of the pre-election purdah.

<b>SPG project start date :</b>	18 June, 2018
<b>Final SPG report completion date :</b>	19 November, 2018
<b>SPG report to O&amp;S Management</b>	19 November, 2018



<b>Team:</b>	
<b>SPG report to OSC on :</b>	4 December, 2018
<b>Cabinet Member deadline :</b>	5 December, 2018
<b>OSC report to Cabinet on :</b>	15 January, 2018

## **8.0 Financial Appraisal**

- 8.1 The project will be led by Lead Member, Councillor Gordon Simmons. Project management and overall guidance and support will be provided by the Democratic and Scrutiny Officer, Joel Hammond-Gant. This resource is already provided for within the Democratic and Scrutiny section.
- 8.2 Initially, the project group will request input from Emily Williams, Senior Economic Development Officer; Neil Johnson, Assistant Director – Economic Growth; and the Cabinet Member for Economic Growth. On specific parts of the review, other officers and Cabinet Members may be identified and consulted with, which may require attendance at meetings of the scrutiny project group, and/or providing information in the form of writing, or presentations.
- 8.3 It is not anticipated that the project will secure a specific financial return, however, it is hoped that the results of the review will contribute to the success of skills development across the borough, which will help to continue to positively impact economic growth in Chesterfield.
- 8.4 Some of the options which may be explored to improve the development of skills may have small financial and resource implications. A full analysis of the implications of each option will be undertaken before any recommendation is made.

## **9.0 Key Risks and Actions**

- 9.1 There is a risk that, without an appropriate level of support and input from officer(s) and Cabinet Member(s), the outcomes of the scrutiny project group may not be as accurate as possible, which would reduce the likelihood of recommendations being accepted by Cabinet and/or other decision body(ies) of the Council.
- 9.2 The Council is currently carrying out its Skills Action Plan and, if the scrutiny project group is unable to start at this time, the opportunity for scrutiny involvement and input on the current and future work on skills development could be lost.



## **10.0 Recommendations**

- 10.1 Recommendations will be made by the scrutiny project group to the Enterprise and Wellbeing Scrutiny Committee.
- 10.2 The Enterprise and Wellbeing Committee will consider the work undertaken by the scrutiny project group as well as the content of the report, and agree any recommendations to be made to Cabinet and/or other decision making body(ies) of the Council.

## **11.0 Project Team Structure**

- 11.1 The Lead Member for the scrutiny project group is Councillor Gordon Simmons.
- 11.2 The support officer for the Scrutiny Project is Joel Hammond-Gant, Democratic and Scrutiny Officer.
- 11.3 The members of the Scrutiny Project Group are as follows:

*Councillor Gordon Simmons (Lead Member)*  
*Councillor Jeannie Barr*  
*Councillor Ray Catt*  
*Councillor Jenny Flood*  
*Councillor Kate Sarvent*

## **12. Project Approval**

- 12.1 This project has been approved for addition to the Scrutiny Work Programme by the Overview and Performance Scrutiny Forum (see consent date below).

Cabinet Members and the Senior Leadership Team have been consulted on the Scrutiny Work Programme.

Relevant Cabinet Members and service managers have been consulted on this PSR (see dates below).

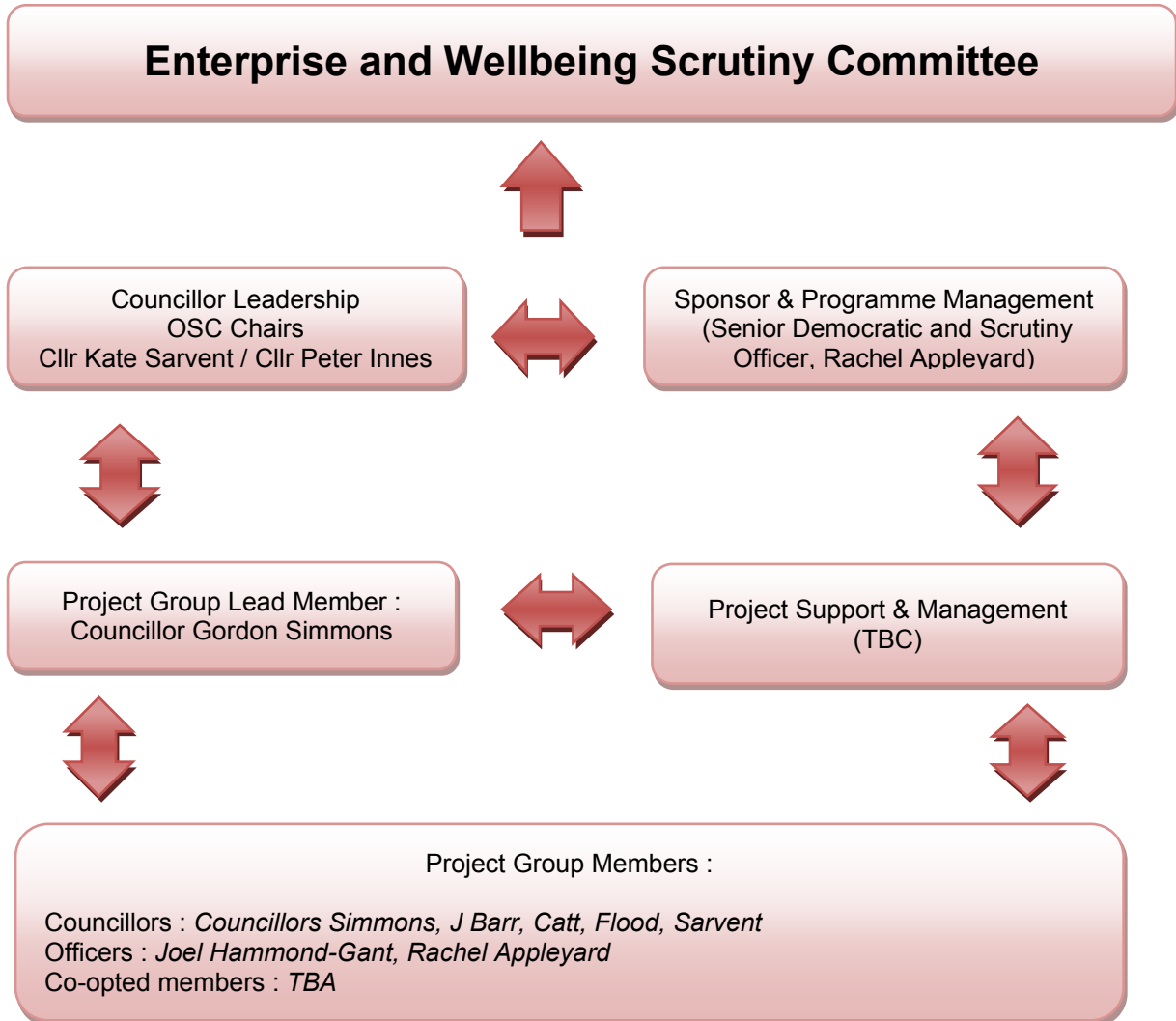
<b>OSC Project Consent date :</b>	<i>OSC &amp; date : 8 May, 2018</i>
<b>Relevant Cabinet Member &amp; SLT/CMT/Service Manager(s) PSR Consultation date :</b>	<i>Date consulted : 25 July, 2018</i>



<b>SPG PSR Approval date :</b>	<i>SPG Lead Member Approval : 25 July, 2018</i>
<b>PSR Checked date :</b>	Senior Democratic and Scrutiny Officer <i>checked</i> : 25 July, 2018
<b>PSR Approved for submission to OSC :</b>	<i>Date approved by relevant OSC Chair(s) :</i>  <b>Cllr Kate Sarvent :</b>  <b>Cllr Peter Innes :</b>
<b><i>corporate notification :</i></b>	<i>Date notified to programme management office / business transformation, for corporate register/record (as required):</i>



## 15. Project Team Structure



## 16. Role Descriptions

<b>OSC :</b>	Overall (statutory) approvals
<b>OSC Chairs :</b>	General leadership and support
<b>Project Sponsor :</b>	General leadership and support
<b>Project Lead Member :</b>	SPG leadership, direction and approvals (with SPG)
<b>Project Manager :</b>	Support and manage the project process