

**ESB Logistics Sector Action Group
Notes and Actions
9 May 2018 (12.30pm to 2.45pm)**

(Venue: Board Room, Konica Minolta, Miles Gray Road, Basildon, Essex, SS14 3AR)

Members in Attendance:

<i>Trevor Hutchinson</i>	<i>ESB SAG Chair</i>	Emma Cowper	DP World London Gateway
Dan Tredget	Konica Minolta	Peter Barker	Alpi UK
Val Barclay	DWP (Job Centre +)	Trevor Scott	Simarco
Nicola Faulkner	ESB Secretariat	Annette Hall	Education & Industry School STEM Programme
Robert Edge	Invest Essex	Patience Zikhali	Career Ready
Justin Rowley	Havering College	Debbie Farrell	Career Ready
Charlie Blackburn	Thurrock Council		

<p>1. <u>Welcome and Introductions</u></p> <p>TH welcomed everyone to the meeting and introductions were made.</p> <p>Dr. Ying Xie (Head of Department in Accounting, Finance and Operations Management) was welcomed to the meeting as the Anglia Ruskin University (ARU) rep on the group. It was agreed Ying would present at the next meeting on the ARU offer in terms of logistics.</p>	<p>ACTION</p> <p>All to note</p>
<p>2. <u>Minutes & Actions from last meeting</u></p> <p>It was agreed the notes and actions from the last meeting were agreed as a true and accurate representation.</p>	<p>All to note</p>
<p>3. <u>Outstanding Actions</u></p> <p>List of job vacancies – members to forward list of job vacancies to Nicola Faulkner. Trevor Scott to follow up Simarco job vacancies with Simarco HR lead.</p> <p>Nadine Wood to provide positive feedback on Port of Tilbury’s experience with the Enterprise Advisor Network (Careers Enterprise Company).</p> <p>Charlie Blackburn to speak to Yvonne Evans regarding a logistics focus for Thurrock’s Next Top Boss – report back at next meeting.</p> <p>Thurrock Education Awards – look to roll out and upscale in conjunctions with TNTB</p>	<p>Email job vacancies to NF</p> <p>NW to email feedback on CEC</p>

<p>Emma Cowper gave an update on the recent Prince's Trust 'Get into logistics' programme, working with the local job centre, and local referral agencies, targeting NEET's (Not in Education Employment or Training age 18-30). 25 candidates were put forward to a taster day. Only 12 out of 25 turned up for taster day. 10 selected to join the programme (4 week course) - 2 weeks of course work and training, such as manual handling and health and safety and 2 weeks of work exp. 10 candidates on the course at start with 6 candidates completing work experience at UPS and 4 candidates offered jobs.</p> <p>It was noted the next DPWLG Prince's Trust 'Get into logistics' programme would commence in September/October. Further progress to be reported.</p> <p>Val Barclay confirmed employers could approach DWP JCP+ if 3 or more job vacancies were available to run a 6 week Sector Work Based Academy which includes 2 week pre-employment programme and 2-4 weeks employer work experience with a guaranteed job interview.</p> <p>Robert Edge – mapping exercise had been undertaken in Excel but the 'map' showing the geographical areas of the employers did not work. It was noted further work needed to be undertaken.</p> <p>It was noted more members were encouraged to provide feedback on the ESB Sector Page and more employers were to send their company logos which would feature on the ESB page. Logo's to be sent to Stefan.vallance@essex.gov.uk</p> <p>Trevor Scott confirmed Simarco were in contact with South Essex College (SEC) as SEC were delivering LGV driver apprenticeship programmes using a range of support providers to deliver the training. The outlay for employers seemed to be the cost of the test. If employers would like to know more, contact James Smith (Logistics Operations Manager) James.Smith@southessex.ac.uk</p> <p>TH to find out more info regarding the Orsett Show (i.e. demographic of likely attendees) to inform decision re whether the Logistics SAG want to hire a marquee to present – who is the audience, etc.</p>	<p>Members to provide IT help/assistance to RE</p> <p>Members to email company logos</p> <p>Members to contact SEC</p> <p>TH to contact Orsett Show</p>
<p>4. <u>Update on ESB</u></p> <ul style="list-style-type: none"> • Carol Anson-Higgs (Essex Provider Network) and Essex Chamber of Commerce have joined ESB board • ESB has been given a monthly page in Business Times and ESB chair has suggested that the first article relates to the logistics SAG (Chair keen to ramp up comms/awareness/positive messaging) • Essex Economic Commission report has been finalised 	<p>All to note</p>

<ul style="list-style-type: none"> • SELEP have sent a letter to DoFE re apprenticeship levy • TH Fed back to ESB delivery plan and this is now being finalised • An update was provided regarding the bidding process for the proposed Institute of Logistics funding. DoE expect proposals to provide LEP wide benefit, which is difficult in South East given the size of SELEP • Difficulty hiring tutors highlighted by Federation of Essex Colleges 	
<p>5. Update on Initiatives</p> <p>a. Career Ready – Think Logistics Debbie Farrell gave an update: Career Ready is working with a group of logistics companies to deliver 'Think Logistics' an industry-led initiative that aims to raise the profile of the logistics industry with young people and increase their awareness of the career pathways available to them within the sector. It was noted the plan is to roll out Think Logistics in Y1 to 20 secondary schools, Y2 x 40 schools, and Y3 x 80 secondary schools in Essex. Debbie is approaching employers to support a range of activities and events for the new academic year.</p> <p>b. E&I STEM Programme Annette Hall confirmed the logistics taster day was taking place on 18 June for pupils in years 10 and above. The taster day would have capacity for 80 students and would consist of a series of activities for students to gain a better understanding of the sector. Sessions to be delivered by Konica Minolta, DP World (VR), Havering College and a drone activity were planned.</p> <p>c. ESB Driver Training Programme This programme has been decommissioned due to a breach in contract by the supplier.</p> <p>d. Virtual Reality. It was noted the concept design of the VR programme is shaping up nicely and that the project team looking at the delivery and implementation of the software were making good progress. Early playable model was expected in July with the official launch for September 2018 in schools, job centres, colleges. TH and NF had been invited to present the VR programme at an event in Liverpool in partnership with the South East and Liverpool LEPs (Local Enterprise Partnerships)</p> <p>Click link below for Vimeo https://vimeo.com/268970656/cc4ec60660</p> <p>Further progress to be reported.</p>	<p>All to note</p>

<p>6. Membership</p> <p>TH confirmed that when taking on the chair role in May 2017, two overriding principles were set as follows:</p> <ul style="list-style-type: none"> a) To be non-political (meaning that the group would treat Geographical Essex as a single area and not allow conflicts relating to different administrative boundaries to be of influence) b) No watching brief (meaning that all members of the group needed to actively participate by supporting at least one adopted initiative) <p>It was proposed to members present to refine the board’s membership. Members who have made a commitment would remain full board members whereas those who are unable to commit at this time would be removed from full board membership and placed on a list of ‘Interested Parties’. The proposal was agreed by members of the group. Action: Email to be sent out to ‘interested parties’ advising of the above.</p>	<p>NF to send TH email to all group members advising that a decision has been made for employers who were not actively supporting initiatives to be placed on an interested parties list</p>
<p>7. Commitment to initiatives</p> <p>TH tabled a spreadsheet which outlined member’s commitment to endorsed initiatives.</p>  <p>Copy of Master Spreadsheet.xlsx</p> <p>TH suggested that these could be relied upon by those parties leading on the roll out of initiatives.</p>	
<p>8. AOB</p> <p>a) T level in logistics and transport - the Post 16 technical education reform sets out a framework to support young people and adults to secure a lifetime of sustained skilled employment. However, the success of T level qualifications in logistics and transport is based on employer engagement through the delivery of apprenticeships only.</p> <p>It was noted TH would email the Independent Panel on Technical Education for their rational on why the occupational T level route for logistics sits outside their framework via technical.education@education.gov.uk</p> <p>b) SEC Logistics career pathway</p> <p>Employers and Havering College were asked to review the career progression pathway progression map to seek industry input and confirmation of the career progression pathway.</p>  <p>Logistics Career Pathway Progression</p> <p>c) Raising Awareness</p> <p>Debbie Farrell advised Career Ready had ben utilising ‘form time’ in schools by providing films and videos from employers. It was agreed Debbie would provide some information on how employers could support these sessions</p>	

<p>which could <u>raise</u> awareness of the sector.</p>	
<p>Women’s engineering day – career ready – 25th June 2018 – All to note.</p> <p>Chairmanship – it was noted a year had passed since TH took on the role. At the next meeting, an item should be reserved to discuss nominations for the Chair-person role.</p>	
<p>11. Date and Time of Next Meeting</p>	
<p>11 July 2018 (9am to 11am) DPWLG, Stanford Le Hope.</p>	

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Action Log		
ESB Sector Action Group – Logistics		
Summary of Actions/Activity	By Whom	Timeframe
Charlie Blackburn to contact Yvonne Evans regarding Thurrock's Next Stop Boss	Charlie Blackburn	July meeting
Members to contact Val Barclay if employers would like DWP to run a Sector Work Based Academy programme	Employers	July meeting
TH to email Angela Heaney to arrange a meeting re: possible north Essex college offer.	Employers	Following finalisation of mapping exercise (see below)
Further work to be undertaken in Excel and production of a map to plot the geographical areas of the employers to help inform post 16 vocational provision in Essex.	Robert Edge/members to provide support	July meeting
Members to provide feedback and ideas on how best to use the logistics sector page within the ESB webpage	Members	By May meeting
Members to provide company logo's to Stefan.vallance@essex.gov.uk	Members	July
TH to draft email to members who have made a commitment would remain full board members whereas those who are unable to commit at this time would be removed from full board membership and placed on a list of 'Interested Parties'	TH	July
Members to review the career progression pathway progression map to seek industry input and confirmation of the career progression pathway.	Members	July
Dr Ying Xie to present at the next meeting on the ARU HE offer in terms of logistics	Dr. Ying Xie	July
Debbie Farrell to provide information on how employers could support with form time sessions by providing video content and films on the industry.	Debbie Farrell	July
Seek further information re Orsett Show	TH	July meeting
Write to Independent Panel on Technical Education querying lack of occupational T Level for logistics	TH	ASAP