

**15 October 2014**

**Business & Town Centres Committee**

**Brentwood Schools Careers Fair**

**Report of:** *Anne Knight, Economic Development Manager*

**Wards Affected:** *All*

**This report is:** *Public*

**1. Executive Summary**

1.1 This report provides an update on the Brentwood Schools Careers Fair.

**2. Recommendation(s)**

2.1 **To support the principle of developing the Brentwood Schools Careers Fair subject to delivery by Brentwood Learning Partnership.**

2.2 **To agree an estimated ED budget contribution of £1,500 subject to the event taking place.**

**3. Introduction and Background**

3.1 Meetings have been held with the Youth Strategy Group and Brentwood Learning Partnership to discuss Brentwood Borough Council's support for a Schools Careers Fair to be held in February 2015.

3.2 This event has traditionally been organised annually by the Brentwood Learning Partnership. An application for a Brentwood Council Community Grant (£3,500) is being submitted by Brentwood Learning Partnership to request support for the event in 2015 and discussions are underway with regards to increasing the employer and business engagement at the event and helping to promote it.

3.3 In particular we are keen to work with Brentwood Learning Partnership to link in/engage the key business forums and business advice partners to shape the format of the event, focusing it on skills and employability and promoting/brokering the current and future employment and career opportunities within the businesses and industries of Brentwood. It is proposed that if the event goes ahead that £1,500 of the ED budget is earmarked to support this element of the project.

3.4 Suggested businesses and partners that we propose to engage are:

- Brentwood for Growth members
- Brentwood Chamber of Commerce (members, covering types of careers, mentoring, placements, job opportunities)
- FSB (members and covering types of careers, mentoring, placements, job opportunities)
- Renaissance Group members and Cluster Group members (placements, job opportunities)
- Peter Jones Academy via Havering College (BTEC in Entrepreneurship)
- Havering College, Epping College (Apprenticeships)
- Essex County Council Skills Team – Apprenticeships, STEM, Digital Skills etc
- Job centre+ (skills for employability, career and job opportunities)
- Start-up loans (for pre-start businesses)
- Princes Trust
- Anglia Ruskin University
- University of Essex

3.5 Any partners secured will be asked to provide exhibition stands, literature on their services, one to one advice and support sessions (to be booked), and be as interactive as possible. The aim is for businesses to promote the different career paths and opportunities in their organizations by having hands-on exhibits and demonstration projects. Businesses will be asked to advertise their current and future vacancies and attendees encouraged to submit CV/application forms. Training providers will be encouraged to provide taster modules of their courses in break out sessions which would be advertised and booked in advance

3.6 Further development work is required for this event and an update on progress will be provided at the next Committee meeting.

#### **4. Issue, Options and Analysis of Options**

4.1 Different options for delivering this event will be considered, but to ensure a strategic approach and build on good practice, the preferred option is to work with Brentwood Learning Partnership to lead the organisation of this event given their successful four year track record.

## **5. Reasons for Recommendation**

- 5.1 The Brentwood Schools Careers Fair will help provide coordinated careers, jobs and training advice for young people, and support the skills and employability priority of the Economic Development Strategy.

## **6. Consultation**

- 6.1 This project supports the delivery of the Draft ED Strategy which has successfully undergone public consultation.
- 6.2 Key partners and business groups are being consulted and engaged with project development.

## **7. References to Corporate Plan**

- 7.1 Economic Development is a key priority to support the delivery of the Corporate Plan priorities of sustainable economic development, promoting a mixed economic base across the Borough, maximising opportunities for retail and a balance night time economy. This includes:
- Facilitating the creation of new businesses
  - Assisting in the provision of advice and guidance for local businesses
  - Working in partnership with the business community and support agencies
  - Seeking inward investment into the Borough
  - Assisting the SE LEP and Heart of Essex Partnership to secure projects and funding to benefit the Brentwood economy

## **8. Implications**

### **Financial Implications**

**Name & Title: Jo-Anne Ireland, Acting Chief Executive**

**Tel & Email 01277 312712; jo-anne.ireland@brentwood.gov.uk**

- 8.1 It is estimated that the event will cost in the region of £9,000-£12,000.
- 8.2 It is proposed that £1,500 is earmarked from the ED budget in particular to ensuring and supporting effective businesses engagement.
- 8.3 Brentwood Learning Partnership will need to seek the remainder of the budget required from other sources, including County Council and a bid to the Brentwood BC Community Grant Fund.

- 8.4 In order to minimise overall budget costs, the Chairman of the Committee is liaising with the Brentwood Centre to negotiate a reduced rate.

**Legal Implications**

**Name & Title: Christopher Potter, Monitoring Officer**

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- 8.5 None

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.6 None

- 9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

**10. Appendices to this report**

- 10.1 None

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