

PUBLIC

**Minutes of a Meeting of Skills Assessment Council
held on Monday 21 April 2025 at 1000hrs in the PWD Conference Room.**

Present:	Roddy Cordeiro	Head of Policy	HP
	Carl Stroud	FITA Representative	FITA Rep
	Deborah James	Community Representative	Comm Rep
	Jenny Smith	Immigration Officer	IO
	Lee Martin	Chamber of Commerce Representative	CoC Rep
	Marvin Clarke	Community Representative	Comm Rep
	Phyll Rendell	RBA Representative	RBA Rep
	Sarah Stannard	Director of Education	DoE
	Tom Baker	FIDC Representative	FIDC Rep
Apologies:	Maeve Daly-Llamosa	Director of Policy, Economy & Corporate Services	(Chair)
	Ariane Brownlee	Organisation & Workforce Development Officer	OWDO
	Hilary MacFarland	HR Service Manager	HRSM
	James Bates	FIFCA Representative	FIFCA Rep
	Maggie Battersby	Chamber of Commerce Representative	CoC Rep
	Vanessa Sartorel	MoD Business Support Officer	MoD BSO
Minutes:	Helen McShane	Records Management & Archives Support Officer	SO

Meeting commenced at 1000hrs

Action

1. Introductions

- 1.1 Apologies were given by Chair, Head of Policy to Chair in her absence.
The group conducted a roundtable of introductions to welcome the new FIDC Rep and Community Rep (DJ).

2. Apologies

- 2.1 Apologies were given by:
- Maeve Daly-Llamosa, Director of Policy, Economy & Corporate Services
 - Hilary McFarland, HR Service Manager
 - Ariane Brownlee, Organisation & Workforce Development Officer
 - Maggie Battersby, Chamber of Commerce Representative
 - James Bates, FIFCA Representative
 - Vanessa Sartorel, MoD Business Support Officer

3. Review of Previous Minutes & Action Taken- 24 October 2024

- 3.1 Item 4.2 (Future of Skills Assessment Council)- Progress ongoing on developing focus groups within the scope of the Gilbert House initiative. DPECS

Item 4.3 (Future of Skills Assessment Council)- Actioned, with attendance of new Community Rep at the meeting.

Item 5 (Workforce Strategy- Implementation Plan Update)- Updates to be given in Item 4.

Item 5.5 (Workforce Strategy- Implementation Plan Update)- HP confirmed that applications can still be considered for vacant FIG posts if they are not filled after the advertised closing date. It was acknowledged that this process had not always been

PUBLIC

consistently applied across FIG recruitment or made clear to potential applicants. HP exemplified current DPECS recruitment practice, where vacant posts within the department go through a re-advertisement cycle until filled.

Item 5.6 (Workforce Strategy- Implementation Plan Update)- Reminders given to individual businesses if required. Immigration to liaise with Chamber of Commerce for wider re-advertisement of employer requirements concerning employee work permits. IO

Item 5.9 (Workforce Strategy- Implementation Plan Update)- DoE confirmed that Higher Education students can work whilst studying overseas, though Further Education students are discouraged from engaging in any paid employment for more than 10 hours a week during term time to ensure that focus is kept on their studies. All students may access work opportunities outside of term time.

Item 6.3 (Workforce Shortage List)- Analysis of work permit not yet actioned due to technical issues with data. IO to liaise with ICT department. To be discussed further in Item 6. IO

Item 6.4 (Workforce Shortage List)- Public consultation on the Economic Development Strategy to be released soon. Project lead sits within DPECS, so HP to liaise and share any comments or progress updates once consultation has been completed. DPECS

3.2 Minutes were confirmed as accurate; no further changes were made.

4. **Workforce Strategy- Implementation Plan Update**

4.1 *Skills and Education*- DoE confirmed that policy work was ongoing, and as many actions relate to ongoing work with the Careers Team there were no specific updates.

4.2 *Recruitment and Integration*- The proposal for the diaspora portal was rejected at the November 2024 ExCo and will not progress further.

4.3 HP confirmed that work on the recruitment and relocation website was progressing well and would be launched within the next 6-8 weeks. Regular meetings had been held with FIDC and the Chamber of Commerce to support development of content. DoE asked for overview of Education content prior to launch, to ensure consistency of information with the updated school websites. DPECS/ DoE

4.4 *Retention*- Work on system for online work permit applications still ongoing, though employers can now check validity of QR codes for permits.

4.5 HP confirmed that recent work to review FIG grade progression had identified the need for a central database of career pathways. In the temporary absence of an OWDO, work on retention-focused workstreams would need to be re-assigned within the directorate. Work around succession planning, mentorship and leadership training would continue. Some discussion was had around succession planning outside of FIG, and it was agreed that on the whole larger private companies in the Falkland Islands did this well.

PUBLIC

5. Department of Education Update

5.1 DoE noted the data comparison between Higher Education courses undertaken in 2024 and those in 2025, indicating that more students are choosing studies related to Agriculture or Marine Science. RBA rep felt that this list was encouraging, and DoE added that more consideration could be given to encourage students to pursue Agricultural/Science career pathways. Comm Rep (DJ) asked if more focus on skills shortage should be given at Careers Day events. DoE felt it should be kept more general due to the wide scope of the list, and to give pupils a balanced view of what is possible.

5.2 The Community Development Scheme applicants studying at a range of levels. DoE stated that whilst advertisement had commenced for the degree-level application process, advertisement for shorter, practical courses, such as Plastering, were also needed. DoE noted the support from FIDC and successful social media promotion of recent Further Education successes within the community.

5.3 Some discussion was had around Private businesses and engagement with the apprenticeship scheme. CoC Rep informed the group that the Chamber had raised this with MLA's, as many smaller local businesses struggle to achieve the balance of costing, timing and mentorship requirements, and that funding lines were required to better facilitate apprenticeships. DoE agreed that apprenticeships were skewed towards FIG, and emphasis needed to be placed on the long term- benefits of mentorship to create a new cycle with businesses.

5.4 FIDC Rep exemplified FIDC's recent paid internship initiatives and questioned whether this could be replicated elsewhere. Comm Rep (MC) reiterated previous suggestion of 'understudy' positions. CoC Rep added that the Chamber of Commerce would be keen to facilitate work experience opportunities for secondary school and new school leavers.

6. Workforce Shortage List- Review and Way Forward

6.1 Context provided around the initiation of the Workforce Shortage list for new members and explained that whilst it was still used to help award PRP points and as a guide for the CDS application process, the list was no longer used for its intended purpose of removing the requirement of advertising for certain roles requiring work permits.

6.2 The group were asked for their views on the usefulness of the list, and whether it was still fit for purpose. IO explained that the original list had been arrived at using the work permit requirements at the time of development, and subsequently added to after publication of the *Labour Force Development Report* (2021). It was agreed that the list was too broad in its existing arrangement and a refresh would be beneficial.

6.3 IO affirmed that the analysis work around work permits needed to be completed, as this data would indicate whether skills shortages have increased or decreased. HP agreed and added that DPECS could assist by producing a set of options for how to take the Skills Shortage List forward, and how it could be best used. These options would explore the different types of shortage experienced in the Falkland Islands and consider the need for prioritisation of shortage. IO DPECS

6.4 FIDC rep suggested that the upcoming Business Climate Survey results could feed into this work, and Comm Rep (DJ) wondered if employers could also contribute to the review process.

PUBLIC

- 6.5 RBA Rep recommended that the relevant ordinances and regulations should be referred to SO
for completeness. SO to circulate to the group.
- 6.6 HP agreed to follow up with IO to discuss options for re-development. Analysis and DPECS/
recommendations produced to be distributed to the group prior to the next meeting, for IO
submission to the new assembly.
- 7. Any Other Business**
- 7.1 No other business raised.
- 8.. Summary of Actions from meeting**
- 8.1 Item 3.1 (Future of Skills Assessment Council)- Contact Gilbert House Focus Groups lead to DPECS
discuss potential of a focus group to gather employment-related views.
- Item 3.1 (Workforce Strategy- Implementation Plan Update)- IO to liaise with CoC Rep for IO
wider re-advertisement of employer requirements concerning employee work permits.
- Item 3.1 (Workforce Strategy- Implementation Plan Update)- DPECS to feedback on DPECS
relevant outcomes from the Economic Development Strategy public consultation.
- Item 4.3 (Workforce Strategy- Implementation Plan Update)- Share Education content with HP/DoE
DoE prior to launch of the recruitment and relocation website
- Item 6.3 (Workforce Shortage List)- IO to conduct analysis of work permits and circulate IO
with the group.
- Item 6.3 and 6.6 (Workforce Shortage List)- HP to follow up with IO and discuss options for DPECS/
re-development._DPECS to produce a set of options for the list a with methods for IO
prioritisation of shortages.
- Item 6.7 (Workforce Shortage List)- SO to find relevant legislation relating to the Skills SO
Assessment Council and circulate with the group.
- 9. Confirmation of Date of Next Meeting**
- 9.1 Next meeting to be held in October 2025, a suitable date to be agreed and arranged via SO
email.
Meeting ended at 1120hrs