

Skills and Employment Board – Minutes
22 Feb 2023 10:30am - 12pm

Members present

Organisation	Member	Role
Askham Bryan College	Dr Tim Whitaker (TWh)	Vice Principal
City of York Council - Executive	Councillor Andrew Waller (CAW)	Executive Member - Economy and Strategic Planning
York and North Yorkshire LEP	Tracy Watts (TW)	Head of Skills
York Jobcentre	Wendy Mangan (WM)	Deputy Employer and Partnership Manager, York & North Yorkshire
Federation of Small Businesses	Caroline Chapman (CC)	Business Owner and Member Representative
The Skills Network	Mark Dawe (MD)	Chief Executive
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills

In attendance

Organisation	Representative	Role
Annabel Jelley Consultants	Annabel Jelley (AJ)	Project Manager
University of York	Amanda Selvaratnam (AS)	Associate Director of Research and Enterprise and Head of Enterprise Services
York St John University	Professor Rob Mortimer	Pro Vice Chancellor: Research and Knowledge Transfer
City of York Council	Simon Brereton (SB)	Head of Economic development
City of York Council	Alison Edeson (AE)	Skills Team Manager
York Learning	Angela Padfield	Head of York Learning

Apologies

Organisation	Representative	Role
Open Velocity	Bethan Vincent (BV)	Business Owner
Simpson York Limited	Amanda Davidson (AD)	HR Manager
West & North Yorkshire Chamber of Commerce	Mark Casci (MC)	Head of Policy and Business Representation
TUC	Gareth Forest (GF)	Policy and Campaigns
York College	Lee Probert (LP)	CEO and Chair
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
York St John University	Professor Karen Bryan	Vice-Chancellor

Minutes

1. Introduction

Lee Probert (Chair) was unable to attend the meeting. The meeting was chaired by Dr Tim Whitaker from Askham Bryan College.

Apologies had been received from Amanda Davidson (Simpson York Ltd), Gareth Forest (TUC), Professor Karen Bryan (YSJ) and Kiran Trehan (UoY).

2. Minutes from last meeting 01 November 2022

The minutes were agreed as a true record of the meeting that took place on 01 November 2022.

Update on outstanding actions; all had been completed or would be picked up by the new Project Manager, including the action to circulate the report previously completed by AJ.

3. Recap on priorities for delivery

AJ gave a presentation which highlighted the main recommendations from her report which was conducted last year. In summary these included;

1. Fully update and complete the Implementation Plan then cross reference it with existing activity.
2. Identify gaps (i.e., areas that are not already being delivered by other partners or initiatives) and have this as the focus for further resource and action.
3. The work of the Commitment Groups needs to be reviewed and redirected. Groups 1 and 2 are strong but require further direction. Groups 3 and 4 need a review of their focus. NB Group 4 currently has no lead person and has not progressed.

In addition to this she set out the need to align the implementation with existing or future initiatives or opportunities for funding such as;

- York and North Yorkshire Local Skills Improvement Plan (LSIP), and future funding attached (Local Skills Improvement Fund)
 - York and North Yorkshire Devolution Deal (which includes the Adult Education Budget)
 - UK Shared Prosperity Fund
- Strategic Development Fund (SDF)

She summarised the next steps for her work to support the YSEB to implement the 10 year skills plans as follows;

1. Report to YSEB on progress and seek strategic steer where needed
2. Support each Commitment Group to deliver on its revised objectives, feeding back to the YSEB where needed

3. Work with YSEB partnership on areas identified in the Implementation Plan by giving project management support, meeting with key people to coordinate activity and influence the wider skills landscape
4. Identify funding opportunities which could enable the further implementation of the York Skills Strategy and supporting funding bids where appropriate.
5. Link and coordinate with stakeholders, ERBs and public sector bodies in development of LSIP or funding bids.

4. UK Shared Prosperity Fund (UKSPF)

SB gave an overview of the York UKSPF investment plan and *People & Skills* related interventions, outputs and outcomes.

These included;

- E33: Employment support for economically inactive people
- E35: Enrichment & volunteering activities
- E36: Increase levels of digital inclusion, essential digital skills
- E37: Tailored support for the employed to access courses
- E38: Local areas to fund local skills needs
- E39: Green skills courses
- E41: Local digital skills

The Skills and Employment Board welcomed its role in helping to define the priorities to be addressed under each intervention and had a particular responsibility for defining the scope of E38, E39 and E41.

Further comments and clarifications were made by the members. Key points included;

- The importance of continuing key interventions that were funded by ESIF but are now ending. These include support for those furthest from the labour market such as the Action Towards Inclusion project which has been run by Better Connect on behalf of a range of providers.
- Plans for projects should be made in parallel with those of North Yorkshire to ensure alignment.
- The Skills Hub could be a priority for E38
- It would be important for the Board to define the priorities and meaning of Green Skills to guide E39
- 'Bootcamps' is a specific type of Government defined provision. The opportunity here is micro accreditation, bitesize and flexible training.
- EOIs will be sought in the summer. Date tbd.
- Important to ensure that stakeholders who are not members of the Board understand the opportunity to bid into UKSPF.

It was agreed that the Board would focus on defining the priorities/scope of one or two interventions at each monthly meeting and provide a guidance note to SB.

It was clarified that, as set out in the Board's ToR, members would represent the best

interests of the city in this discussion and not their own commercial interests.

ACTION: Create a Forward Plan of interventions for future Board meetings

ACTION: Provide SB with a guidance note to summarise the Board's priorities for each intervention

ACTION: Standing Item of 'UKSPF declarations of interests' to be added to future agendas.

ACTION: Board to agree approach to engaging with stakeholders (especially skills providers) once priorities defined and ahead of calls for EOIs.

ACTION: Sub-group to develop up to three options for a potential Skills Hub for the Board to consider

5. Funding local skills needs

AJ gave an update on developments with the York and North Yorkshire Local Skills Improvement Plan (LSIP). These include a focus on sectors which align with those in the York 10yr Skills Strategy including construction, digital, health & social care, engineering and manufacturing including rail and agritech.

She also described the developments of themes (low carbon, innovation, green skills) and the brigading other important issues under the headings of 'people' and 'business'.

The next stage is the intense engagement with employers by the West and North Yorkshire Chamber. There are two business engagement executives who have been tasked with engaging with businesses and networks across the area over the next few weeks. This builds on a short and long survey which is out now. Round table events are being conducted with industry groups.

AJ asked if members could suggest any networks or key stakeholders to engage with.

TWh suggested the NFU as an important stakeholder for North Yorkshire and for the land-based sector.

The LSIP is due to be submitted by the end of May. Members can be part of the consultation if they wish to attend an upcoming event on 10th March at Askham Bryan College.

ACTION: Circulate link to LSIP event

ACTION: AJ to ask WNY Chamber to engage with NFU.

ACTION: AJ to share SDF lessons learned with the Board

ACTION: All to consider any gaps as a result of ESF programmes ceasing and discuss at next meeting.

AOB

None

No	Action	Who	By when	Completed
001	Share copy of economic presentation	SB	W/E 8 January 2021	8 January 2021

002	Share copy of Timeline	AE	W/E 8 January 2021	8 January 2021
003	Amend ToR and issue final version	AE	W/E 8 January 2021	8 January 2021
004	Share copy of communications strategy presentation	AE	W/E 8 January 2021	8 January 2021
005	Circulate dates for early 2021 meetings	LP	W/E 8 January 2021	8 January 2021
006	Circulate emerging priorities for comment and set out plan ahead of March 2021	AE, AJ, AS, LP	End January 2021	29 January 2021
007	Share copy One Year Plan presentation	AE	29 January 2021	29 January 2021
008	Raise question of LSIP pilot at Higher York	LP	W/E 5 February 2021	Completed
009	Follow up on LSIP pilot next steps with MG	LP/AE	W/E 19 February 2021	Completed
010	Members to feed into One Year Plan any extra comments	All	W/E 5 February 2021	05 February 2021
011	Members to inform AJ if they wish to join a task and finish group for 2-5 year Plan	All	W/E 5 February 2021	05 February 2021

012	Provide update on Local Skills Partnership Pilots when more is known from DfE	LP		Completed
013	Send any further amendments to the One Year Plan to AE	All	4 March 2021	Completed
014	Share existing LMI and any existing provision mapping	TW and All	15 April 2021	Completed
015	Provide a summary of the main priorities across all four commitments	AS (T&F Group)	15 April 2021	Completed
016	Set up a joint conversation with partners and John Lewis re: skills support package	AE	Ongoing	Completed
017	LP, CAW and SB to follow up outside the meeting to ensure that elected members are kept informed of YSEB activity.	LP, CAW and SB	July 2021	Completed
018	AE slides to be shared	AE	July 2021	Completed
019	AH to share creative and digital sector work with AJ	AH	July 2021	Completed
020	AH and KB to enquire as to whether colleagues at the university could help to define appropriate measures.	AH	July 2021	Completed

021	AJ slides to be shared	AJ	July 2021	Completed
022	AE to arrange meeting for w/c 19 July	AE	July 2021	Completed
023	AE to follow up with MD and AD on diverse images for the strategies	AE	Aug 21	Completed
024	Gain the view of the Higher York Board on a longer term commitment to the implementation of the strategy.	LP	Mar 21	Completed
025	Consider how the board can sustain the breadth of voices around the table.	LP	Ongoing	Completed and discussed June 22
026	Consider how best to align this work with other activities in the city.	LP	Dec 21	Completed
027	Share details of the Railways Future event with board members	AE	June 22	Completed – link added to minutes
028	Explore whether the PM role could be aligned / combined with similar roles to be recruited (Institute of Technology Project Manager and LSIP resource).	LP	Sept 22	Completed
029	Take suggestions into account when reviewing Board membership	LP	Dec 22	

030	Agree dates for Board meetings to end 2022	LP	Aug 22	Completed
031	AE to discuss potential UKSPF projects with commitment group leads	AE	Jul 22	Completed
032	AE to share UKSPF guidance on interventions, outputs and indicators	AE	Jul 22	Completed – link added in minutes
033	Project Manager to develop a ‘map’ of skills funding pots aligned to strategy	LP / KB	Dec 22	
034	Confirm whether Annabel’s report and revised JD could be circulated	LP	Nov 22	
035	Circulate SB and PC presentations with meeting minutes	AE/LP	Nov 22	Completed
036	Review research approach to ensure appropriate involvement from SMES	TW	Dec 22	Completed
037	Create a Forward Plan of interventions for future Board meetings	AJ,AE	Apr 23	
038	UKSPF; Provide SB with a guidance note to summarise the Board’s priorities for each intervention	AJ,AE,AS	Apr 23	
039	Standing Item of ‘UKSPF declarations of interests’ to be added to future agendas.	AJ	On going	

040	UKSPF- Board to agree approach to engaging with stakeholders (especially skills providers) once priorities defined and ahead of calls for EOIs.	AE	Apr 23	
041	Sub-group to develop up to three options for a potential Skills Hub for the Board to consider	Sub-group - AJ, AE,AS	Apr 23	
042	Circulate link to LSIP event	AJ	Mar 23	
043	AJ to ask WNY Chamber to engage with NFU.	AJ	Mar 23	
044	AJ to share SDF lessons learned with the Board	AJ	Jun 23	
045	All to consider any gaps as a result of ESF programmes ceasing and discuss at next meeting.	ALL	Apr 23	