

Skills and Employment Board – Minutes
05 August 2022, 10:00 – 11:00
Microsoft Teams

Members present

Organisation	Member	Role
City of York Council - Executive	Councillor Andrew Waller	Executive Member – Children, Young People and Education (from June 2022)
City of York Council	Maxine Squire	Assistant Director - Education and Skills
York College	Lee Probert	Chief Executive and Principal
Federation of Small Businesses / Grounded HR	Caroline Chapman	Business Owner and Member Representative
York and North Yorkshire LEP	Tracy Watts	Social Inclusion Lead
Simpson York Limited	Amanda Davidson	HR Manager
Open Velocity	Bethan Vincent	Marketing Consultant
The Skills Network	Mark Dawe	Chief Executive
TUC	Gareth Forest	Policy and Campaigns
Annabel Jelley Consultants	Annabel Jelley	Project Manager
Federation of Small Businesses / Grounded HR	Caroline Chapman	Business Owner and Member Representative
Simpson York Limited	Amanda Davidson	HR Manager

In attendance

Organisation	Representative	Role
City of York Council	Simon Brereton	Head of Economic Development
University of York	Amanda Selvaratnam	Associate Director of Research and Enterprise & Head of Enterprise Services
York St John University	Professor Robert Mortimer	PVC: Research & Knowledge Transfer
Askham Bryan College	Iain Glendinning	Vice Principal of Curriculum

Apologies

Organisation	Representative	Role
Askham Bryan College	Dr Tim Whitaker	Chief Executive
Simpson York Limited	Amanda Davidson	HR Manager
York Jobcentre	Wendy Mangan	York & North Yorkshire Employer and Partnership Manager
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
York St John University	Professor Karen Bryan	Vice-Chancellor
West & North Yorkshire Chamber of Commerce	New representative TBC	
City of York Council	Alison Edeson	Skills Team Manager

Minutes

1. Welcome and Apologies

Lee Probert (Chair) welcomed members to the meeting and apologies were noted.

2. Minutes from last meeting

The minutes of the meeting on 24 June 2022 were accepted as a true record, and it was noted that the due action(s) had been completed (see action log).

3. Terms of Reference

The Draft Terms of Reference (v3), which had been circulated in advance of the meeting, were agreed.

4. Skills and Employment Board – next steps

AJ provided an update on the work she would be undertaking to identify the implementation priorities for the 10-year skills strategy along with an update on progress of the year 1 projects. The Board's discussion highlighted the following:

- Need to highlight the offer for self-employment & entrepreneurship especially for marginalised groups
- A desire to do more to help small businesses (not much on offer at the moment from Government)
- Retraining of existing workforce to meet demand for new skills is top priority for businesses as they struggle to recruit
- General agreement about getting the funding to pilot the Skills Hub
- Support for doing more on a sector-by-sector basis
- Agreement that the partnership should be ready to move quickly to take advantage of funding opportunities
- Need to consider how we are communicating the strategy and its implementation to wider stakeholders - fifth commitment around communication.
- TUC - keen to embed trade union voice more
- Foster links with Y&H Commission on Green Skills (Gareth Forest leading on this)
- The point was made to map existing activity to help alignment and partnership activity

5. AOB

None

Action Log

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	Ongoing
029	Take suggestions into account when reviewing Board membership	LP	Sept 22	Ongoing
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	Ongoing
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	