

Skills and Employment Board – Minutes
25 February 2021 14:00 - 16:00

Members present

Organisation	Member	Role
York College	Lee Probert (LP) (Chair)	Chief Executive & Principal
City of York Council - Executive	Councillor Andrew Waller (CAW)	Executive Member - Economy and Strategic Planning
Netsells	Bethan Vincent (BV)	Marketing Director
University of York	Professor Kiran Trehan (KT)	Pro-Vice-Chancellor for Partnerships and Engagement
York St John University	Professor Karen Bryan (KB)	Vice-Chancellor
York Jobcentre	Angela Stabeler(AS)	York & North Yorkshire Employer and Partnership Manager
West & North Yorkshire Chamber of Commerce	Mark Goldstone (MG)	Head of Policy and Business Representation
York and North Yorkshire LEP	Jude Knight (JK)	Head of Skills
Simpson York Limited	Amanda Davidson (AD)	HR Manager
Askham Bryan College	Dr Tim Whitaker (TW)	Chief Executive
Federation of Small Businesses	Caroline Chapman	Business Owner and Member Representative
University of York	Amanda Selvaratnam (ASe)	Associate Director of Research and Enterprise and Head of Enterprise Services

In attendance

Organisation	Representative	Role
City of York Council	Simon Brereton (SB)	Head of Economic development
City of York Council	Alison Edeson (AE)	Skills Team Manager
Annabel Jelley Consulting	Annabel Jelley (AJ)	Strategy development consultant

Apologies

Organisation	Representative	Role
The Skills Network	Mark Dawe (MD)	Chief Executive
TUC	Gareth Forest (GF)	Policy & Campaigns
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills
City of York Council	Claire Foale (CF)	Communications Team

Minutes

1. Introduction

Lee Probert (Chair) welcomed members to the meeting.

Apologies had been received from Mark Dawe (The Skills Network), Gareth Forest (TUC), Maxine Squire (City of York Council) and Claire Foale (City of York Council).

2. Minutes from last meeting 17 December 2021

The minutes were agreed as a true record of the meeting that took place on 29 January 2020.

LP updated on progress with the Department for Education's plans for Local Skills Partnership pilots, with reference to the considerations of geographical footprints, and purpose of the College Business Centres. No final policy position has been determined. He will keep a watching brief and report back in due course.

AE reported that other actions were complete.

3. One Year 'Skills for Employment Plan' update

AE gave an update on the progress of the One Year Skills for Employment Plan which had been circulated to members prior to the meeting. AE thanked members for their input to the plan and explained that additional feedback had been received; a fifth commitment had been created which relates to the communication aspects of the plan. This incorporates existing bullet points from the other four commitments into one new commitment entitled 'York shares', and aligns with the recovery communications plan that was shared with the Board in December.

Final amendments to be made ahead of the plan being taken to the council's Executive Member for Economy and Place Decision Session on 23 March - papers for this session will be published one week before.

Action: Send any further amendments to the One Year Plan to AE by Thursday 4 March.

AS updated members on the activity to deliver on the commitments of the One Year Plan. Four task groups have been formed (one for each of the commitments) and each is led by one of the four learning institutions in the partnership. Each institution also has representation in each of the other groups. City of York Council is leading on the fifth, communications, commitment (York shares).

Each group is working on developing an implementation plan for their commitment and members are welcome to contribute to this work. It was recognised that the plan would cover initiatives that were deliverable in the 12-month period but also those that may only begin in the first year and will be completed in the following years. This will form the building blocks of the 2-5 Year Skills Strategy which the Task & Finish group is working on in parallel.

4. 2 -5 Year Skills Strategy update

AJ gave a presentation on progress so far with the 2-5yr Skills Strategy which focused on several priority sectors in York following on from discussion at the last meeting. A discussion followed the presentation and comments were noted to inform the strategy.

Sectors covered included Creative and Communications, Heritage, Agritech/Bioeconomy and Life Sciences, Health and Social Care and Retail.

Members requested a focus on the rail industry and themes of entrepreneurship and gender (in relation to full time/part time work and reskilling) to be considered in the strategy, and it was agreed these would be covered at a future Skills and Employment Board meeting.

5. Next steps

The next meeting is scheduled for 16th March. AE and LP would review the focus of that meeting and consider whether an additional or replacement meeting should be scheduled for April, noting another is currently planned for 6th May.

6. AOB None

Action Log

No	Action	Who	By when	Date 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	
009	Follow up on LSIP pilot next steps with MG	LP/AE	W/E 19 February 2021	
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	Ongoing	
013	Send any further amendments to the One Year Plan to AE	All	4 March 2021	Completed