

York Skills and Employment Board – Minutes
18 January 2024 10.00 am – 11.30 am

Members present

Organisation	Member	Role
York College	Ken Merry	Interim CEO
City of York Council	Councillor Peter *Kilbane (CPK)	Deputy Leader and Executive Member for Economy and Transport
York and North Yorkshire LEP	Tracy Watts (TWa)*	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
York Learning	Angela Padfield on behalf of Paul Cliff*	Joint Head of Adult Learning and Skills - CYC and NYC
York St John University	Professor Karen Bryan	Vice-Chancellor
Askham Bryan College	Dr Tim Whitaker (TWh)*	Principal and CEO (Chair)
FSB	Caroline Chapman (CC)*	FSB Representative and business owner

In attendance

Organisation	Representative	Role
Annabel Jelley Consultants	Annabel Jelley (AJ)*	Project Manager
City of York Council	Alison Edeson (AE)	Skills Team Manager
University of York	Amanda Selvaratnam *(AS)	Associate Director of Research and Enterprise and Head of Enterprise Services

Apologies

Organisation	Representative	Role
City of York Council	Maxine Squire	Assistant Director - Education and Skills
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
The Skills Network	Mark Dawe	Chief Executive
Unison (Y&H Region)	Karen Loughlin	Regional Secretary
West and North Yorkshire Chamber of Commerce	Marc Casci	Head of Policy and Business Representation

Minutes

Declarations of Interest were declared by Tim Whitaker (ABC), Paul Cliff (York Learning), Professor Karen Bryan (YSJ), Amanda Selvaratnam (AS) and Ken Merry (YC) for items on UK Shared Prosperity Fund and Local Skills Improvement Fund (LSIF).

1. Introduction

Attending – S Brereton (SB), Caroline Chapman (CC), Marc Fleetham (MF), A Jelley (AJ), P Kilbane (PK), Wendy Mangan (WM), Angela Padfield (AP), Amanda Selvaratnam (AS), Tracy Watts (TWa), T Whitaker (TW)

T Whitaker (Chair) welcomed everyone to the meeting and explained that he had stepped in to chair this meeting following the resignation of Lee Probert.

Apologies were received from

Mark Dawe, Kiran Trehan, Maxine Squire, Karen Loughlin, Marc Casci

Declarations of Interest

Declarations of Interest were declared by Tim Whitaker (ABC) and Amanda Selvaratnam (UoY) for items on UK Shared Prosperity Fund and Local Skills Improvement Fund (LSIF).

2. Minutes from the Last Meeting, held 26 September 2023

Caroline Chapman reported that she had attend the meeting in place of C Frank. Taking this amendment into account the minutes were agreed as a true and accurate record of the meeting.

3. Implementation Plan Progress Review

3.1 PM Resource

3.2 Review of Implementation Plan Against the Four Commitments

TW reported that AJ and AE had met and discussed this item prior to the YSEB meeting. The item was to review progress against the implementation plan. Devolution would see the amalgamation of the skills groups and it would be really useful, in this context, for each partner to provide a brief update on where they believed they were against the four shared commitments in the Implementation Plan (skills support for individuals; empowering employers; inspiring provision; York talent pipeline). The updates needed no more than half a page and include some form of quantifiable measurements, against each commitment and should be submitted to A Horsley by 2 February 2024. **Action: All**

4. UK Shared Prosperity Fund (UKSPF) Update

4.1 Update

SB provided an update. There had been a light touch review of SPF programme over the Summer. Funding would be in place until March 2025 to spend funding on skills (£1 million). The focussed would be on the following four areas: better connect rise project; inclusion around year 12 and 13 students around drop-out rates; digital skills at community level; construction skills and retrofit. SB to pick up with FSB and C Frank to engage in retrofit training.

5. Construction Skills Partnership

5.1 Update and relationship with YSEB

SB reported that been approached by a range of developers in York. As the Council got closer to finalising the York Plan there would be building opportunities across the City. Work was ongoing with a small group of developers regarding training and York apprentices getting involved in the developments in York. Therefore, there was a need to ensure that there were sufficient apprentices in training that could gain experience from working on these developments. Volunteer it Yourself was working with young people to give them experience of construction work and engage them in the construction industry. Engaging industry was the key to ensuring successful training and development of York-based apprentices.

6. Discussion Future of YSEB

6.1 Devolution Update

PK reported that combined authority was formed 8 January and was now a legal entity. A formal launch was planned for 1 February. The management currently consisted of PK, C Douglas, Cllr Les and Cllr Dadd. The Constitution was under scrutiny and would be adopted at the next meeting.

The economic framework was being developed. After an election process the Mayor would be in post in May 2024. The Adult Skills budget would not be taken over until 2025 so had been a lower priority. The Skills Board would manage the process of the Adult Skills Budget coming under the new Combined authority.

The concern was that there was no equivalent Skills and Employment Board within North Yorkshire. The LEP Skills Board which focussed on SPF would become the Skills Board and it was essential that the York voice was heard more strongly. There was acknowledgement that wider representation was required on the group to make sure that the transition group was sufficiently representative. It would be useful if one or two from this group could give an update at the new board meeting.

TW gave an update on the AEB budget. An implementation manager had been appointed and would start 1 February. A data and intelligence specialist would analyse the provision and pull together a strategic plan. There was funding from DfE to have a full team in place to get us to August 2025 when the devolved authority would be ready to manage and deliver the budget. Need to develop an overarching skills strategy that aligned very closely with York's 10 Year Skills Strategy.

6.2 York Civic Agreement – update/explanation

TW reported that the York Civic Agreement had been included in the meeting pack for information. It was a place-based partnership with the post-16 providers in York.

AP highlighted that the agreement did not focus sufficiently on adults coming back to and accessing learning.

TW reported that the Higher York partnership was focussed on higher education but he would take the concern back to the group for discussion.

Action: TW

6.3 Discussion York 10 year Skills Strategy/YSEB alignment with plans

Discussed in an earlier agenda item.

7. Local Skills Improvement Plan Update

7.1 Key Activities Upcoming

The LSIP covering York and North Yorkshire and was published last Summer. The next phase was the implementation of the plan. Stage 2 which was monitoring by the chamber of commerce had been on the back burner. AJ would be helping with the monitoring until 2025. Need to look at the role of the board, membership and terms of reference, and the need to assess and co-ordinate what meets the roadmap.

7.2 DfE Reporting

8. Local Skills Improvement Fund

AJ was project managing the LSIF which was funded by DfE to deliver elements of the LSIP which was now up and running. The intention was for it to fill the gaps that were not funded by other funding streams and projects focussing on Levels 3 to 5.

Project 1 (revenue and capital) digital technologies driving digitisation.
Project 2 (revenue and capital) health and social care.

9. AoB

LEP Skills Board – Tracy Lightfoot would be interested in attending the Skills Board to represent HE. Arrange an afternoon scoping session with group and the LEP Skills Board to have an in-person session.

10. Date and Time of Next Meeting

14 March – this meeting would be re-arranged.

No	Action	Who	By when	Completed
	NB Previous cleared actions have been circulated on previous minutes			
055	Circulate the membership of the Careers Groups	AJ	Nov 23	pending
056	Higher York to nominate Chair for the Operational Group	LP	Oct 23	To pick under item 3.
057	Each institution to nominate a candidate to sit on the Operational Group	LP, TW, KB, KT (AS)	Oct 23	York college and UoY nominee awaited – under item 3. TW to contact KM to say needs to nominate someone

058	Each partner to provide a brief update on where they believed they were against the four shared commitments in the Implementation Plan to submitted to A Horsley by 2 February 2024	All partners	2 February 2023	
059	TW to raise the concern that the York Civic Agreement did not focus sufficiently on adults	TW	February 2023	