

York Skills and Employment Board – Minutes
30 March 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
York College	Lee Probert (LP)	CEO and Principal Chair of YSEB
York Learning	Paul Cliff	Head of Adult Learning Service NYC and York Learning
York St John University	Professor Karen Bryan	Vice-Chancellor
West & North Yorkshire Chamber of Commerce	Mike Cartwright	Head of Policy

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

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
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
The Skills Network	Mark Dawe (MD)	Chief Executive
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills

Minutes

1. Introduction

Lee Probert (Chair) welcomed everyone to the meeting.

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 22 February 2023

The minutes were agreed as a true record of the meeting that took place on 22 February 2023.

Update on outstanding actions; all had been completed or would be picked up in the agenda.

Conflicts of interest were declared by York Learning, York College, Askham Bryan College, York St John University and University of York for agenda items 4 and 5. These items contained information on potential bidding opportunities for the UK Shared Prosperity Fund and Local Skills Improvement Fund.

3. Implementation Plan Progress

AJ gave an update on progress since the last meeting. She had drafted a new Implementation Plan framework which featured a summary sheet which centred on the four main objectives of the Skills Strategy and top level progress against each commitment.

AJ talked through the summary sheet and this was agreed as a good way of enabling the YSEB Board to oversee activity and give direction where needed. The summary sheet contained a RAG rating and there were further sheets for each commitment group contained in the spreadsheet. This will be updated regularly.

AJ also updated the Board on progress with each commitment group.

Commitment Groups 1 & 2 have been scoping a plan for the York & North Yorkshire Skills Hub which will be a virtual hub to share information on skills for businesses and individuals. Initial ideas need to be scoped out further, potentially using UKSPF funding. The group had researched successful models from elsewhere and planned to meet with the project manager of SkillsHouse which operates in West Yorkshire to find out more.

CAW commented that the Skills HUB was a good idea but must include outreach to communities that did not usually engage with mainstream provision.

TW shared that work was going on to scope out a model for a York and North Yorkshire Skills Hub using UKSPF from North Yorkshire as well as York. The plan was to integrate the model as this seems the most efficient and practical way to align the two geographies for the benefit of residents and businesses.

AJ highlighted that she was meeting with Marc Fleetham from YSJ about progress with Commitment Group 3. Commitment Group 4 has not met and needs a relaunch. AJ to assess the best way forward and report back at the next meeting.

4. UK Shared Prosperity Fund (UKSPF)

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

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. AE took the Board through the detailed outputs and outcomes for each.

It was agreed that the University of Warwick report into 'Green Jobs and the Green Economy in York' would provide the context for targeting activity under E39.

AE asked the Board to consider whether the virtual ‘front door’ and any supporting resource in York could be funded by contributions from across the People and Skills interventions. The Board agreed this approach in principle but cautioned that funding would need to be proportionate across the interventions and not impede the delivery of associated outputs and outcomes.

5. LSIP, LSIF and SDF update

AJ gave an update on developments with the York and North Yorkshire Local Skills Improvement Plan (LSIP). The draft priorities are;

- Construction
- Engineering and manufacturing
- Health & Social Care
- Digital (including Rail and Visitor Economy)
- Agri-skills
- People
- Business

The cross cutting themes include;

- Green skills
- Low carbon
- Innovation
- Rurality

AJ covered the consultation process so far and the next steps for the LSIP and the Local Skills Improvement Fund which will follow on from the Strategic Development Fund.

KB noted that she was pleased to see the alignment with the York Skills Strategy.

SB suggested that accreditation of very short courses at higher levels ‘micro-credentials’ were seen as important by businesses.

6. 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

No	Action	Who	By when	Completed
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

No	Action	Who	By when	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

No	Action	Who	By when	Completed
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	Complete
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

No	Action	Who	By when	Completed
037	Create a Forward Plan of UKSPF interventions for future Board meetings	AJ,AE	Apr 23	On agenda
038	UKSPF; Provide SB with a guidance note to summarise the Board's priorities for each intervention	AJ,AE,AS	Apr 23	On going
039	Standing Item of 'UKSPF declarations of interests' to be added to future agendas.	AJ	On going	Complete
040	UKSPF- Board to agree approach to engaging with stakeholders (especially skills providers) once priorities defined and ahead of calls for EOIs eg market engagement event	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	NFU local manager leaving end March
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	
046				