

York Skills and Employment Board – Minutes
6 July 2023 10:30am - 11.45am

Members present

Organisation	Member	Role
York College	Lee Probert (LP)	CEO and Chair
York and North Yorkshire LEP	Abi Player on behalf of Tracy Watts (TW)	Head of Skills
York Jobcentre	Jenny Langstaff on behalf of Wendy Mangan (WM)	Deputy Employer and Partnership Manager, York & North Yorkshire
Federation of Small Businesses	Carolyn Frank on behalf of Caroline Chapman (CC)	Business Owner and Member Representative
York Learning	Paul Cliff	Joint Head of Adult Learning and Skills - CYC and NYC
York St John University	Professor Karen Bryan	Vice-Chancellor
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills
West & North Yorkshire Chamber of Commerce	Mark Casci (MC)	Head of Policy and Business Representation

In attendance

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

Apologies

Organisation	Representative	Role
Open Velocity	Bethan Vincent (BV)	Business Owner
Simpson York Limited	Amanda Davidson (AD)	HR Manager

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	Chief Executive
Askham Bryan College	Dr Tim Whitaker (TWh)	Vice Principal
University of York	Amanda Selvaratnam (AS)	Associate Director of Research and Enterprise and Head of Enterprise Services
City of York Council	Councillor Peter Kilbane (CPK)	Executive Member for Economy and Transport

Minutes

1. Introduction

Lee Probert (Chair) welcomed everyone to the meeting.

Apologies had been received from Amanda Selvaratnam (University of York), Gareth Forest (TUC), Kiran Trehan (UoY), Amanda Davison (Simpson York), Dr Tim Whitaker, Tracy Watts (deputised by Abi Player), Wendy Mangan (deputised by Jenny Langstaff), Cllr Peter Kilbane, Mark Dawe (TSN).

Conflicts of Interest were declared by Paul Cliff (York Learning), Professor Karen Bryan (YSJ), Lee Probert (YC), and Simon Brereton (CYC) for items 4 and 7 (UK Shared Prosperity Fund and Local Skills Improvement Fund (LSIF)).

2. Minutes from last meeting 16 May 2023

The minutes were agreed as a true record of the meeting that took place on 16 May 2023.

Update on outstanding actions; actions 38,40 and 41 are on the agenda.

All other actions are complete.

3. Implementation Plan Progress

AJ gave an update on progress since the last meeting. She suggested that it was an appropriate time to conduct a review of progress against the York Skills Strategy as it has been published for 18 months and a range of factors which were not present when the strategy was launched have now come into play.

Members agreed it was an opportune time to review progress and the methods by which the partnership brigades activity under the commitment group structure. AJ said that the commitment groups may not be working as well as they might and she would review the most effective mechanism for the partnership to ensure that its goals and aspirations in the York Skills Strategy are met.

AJ went on to discuss the Terms of Reference which were refreshed last year but had not been formally ratified. Members approved the Terms of Reference.

AJ went through the current membership as it was an action to refresh it. In general the current membership reflected the ToR and attendance is good.

It was decided, however, that members who had not attended in over a year (Bethan Vincent) should be removed and a replacement for Gareth Forest (TUC) should be sought.

SB said he would discuss an appropriate person with Cllr Kilbane who has good relationships with the Trade Unions. It was also suggested that a representative from Union Learn might be a good fit.

AJ agreed to email Gareth Forest in the first instance to notify him of the changes.

A discussion was had regarding the membership of ITPs and it was decided that Paul Cliff would become a member of the Board representing the adult learning service.

It was also suggested that Alex Miles from Yorkshire Learning Providers might be a good fit.

It was decided that more employer representatives were needed than currently. CF suggested approaching Caroline Mehan of the Federation of Master Builders for a suitable business (heritage).

SB suggested putting an advert in the CYC Business Bulletin asking for businesses interested in becoming members of YSEB and CF offered the same via FSB.

It was agreed that it is a challenge to attract businesses but a commitment of one year could be offered and a clear role with specialist focus could help with this.

The TOR lists secondary school links (if not actual membership). MS said it was a challenge to get schools representatives on Boards such as YSEB. However, she saw links being made through CEIAG groups and networks such as the Alternative Provision network.

Sector focussed members were discussed. KB is a member of the Integrated Care Board and agreed to approach Polly McMeakin (workforce lead for health). KB also suggested Jamella Hussain who is the lead for Social Care at CYC.

Other sector bodies such as NSAR and CITB could be approached, making sure to balance the sector representation.

4. UK Shared Prosperity Fund update

SB gave an update of progress. Following the Local Government Elections there was to be a light touch review of York's UKSPF plans before the next round of commissioning. For the People and Skills theme this would include reviewing against delivery of York's 10-year Skills Strategy, and ensuring that the skills elements are deployed in the most effective way eg by combining modest strands together to achieve more.

There is £1m of skills funding to be commissioned to start in April 2024 and complete by Mar 2025. Thereafter the combined authority will oversee the combined UKSPF on behalf of York and North Yorkshire.

The new labour administration is supportive of the framework that was worked up prior to the election but more work needs to be done on the process for the EOIs. It also needs to add value to other funding streams and not duplicate.

AJ mentioned the recently completed evaluation of the Strategic Development Fund which was £2.5m of skills activity delivered in a matter of months. This contains useful learning points for the administration and delivery of skills funding in short timescales and across multiple partners.

AJ agreed to share the evaluation.

5. Higher York Civic Agreement

KB gave an overview of the Higher York Civic Agreement which has been recently drafted and is soon to be signed off by civic leaders.

KB explained that the agreement is between the four members of Higher York (York St John University, University of York, York College and Askham Bryan College). It is hosted by the UPP Civic Universities Commission which records the contribution of HE and FE to a local economy.

It is seen as a starting point to extend collaboration further. The Agreement describes the colleges and sets out four themes;

- Investing in Talent
- Sustainable economic growth and jobs
- Net zero
- Creative and cultural economy

and outlines the collective contribution that the four institutions make.

There is a section on measurable impact as a result of the pledges for example the institutions collectively employ 8500 staff, produce 12,000 graduates, 1500 Apprentices and 350 newly qualified teachers who can all contribute positively to the local economy.

The next step is to sign off the Agreement and it will then be distributed.

PC said he would welcome sight of the document to ensure that the adult learning service interfaces with the pledges appropriately.

KB said that the Agreement would be shared as soon as civic leaders sign it off.

5. LSIP update

MC gave an update on the Local Skills Improvement Plan. The first draft was submitted at the end of May. The DfE requested some amendments in June and these have been sent in. All being well the final LSIP will be published at the end of July.

MC summarised the work that had gone into the production of the LSIP including reliance on data, feedback from businesses, consultation and support from stakeholders such as the LEP who were extremely helpful.

MC listed the priorities and cross cutting themes as follows;

- Construction
- Engineering and manufacturing (inc Rail)
- Health & Social Care
- Digital and Technology
- Agri-skills
- Visitor economy (a change from last meeting)
- People
- Business

The cross cutting themes include;

- Green skills
- Low carbon
- Innovation
- Rurality
- Collaboration (included since last update)

There is also a move towards bite-size provision that meets employer needs, more technical provision, a focus on transferable skills and developing the road map for implementation.

6. Local Skills Improvement Fund (LSIF)

AJ presented some slides on the progress of the LSIF which is the fund launched by DfE to implement the activities and ambitions of the LSIP.

The fund is £2.5m over 2 years, with three quarters being capital and the remainder revenue. The focus is on LSIP priorities, technical skills at L3-5 and focussing on employer engagement, staff development, capacity building and investment in technical equipment.

There are 9 core partners (all 7 colleges plus adult learning services for York and North Yorkshire). Work is going on over the summer to work up the detail of the projects. There will be 2 main projects - digital and health and social care.

AJ also showed how the priorities for LSIP were directly aligned to the York Skills Strategy priorities.

7. 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	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
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	Complete
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 the next meeting.	ALL	Apr 23	
046	AE and TW to update Board on progress of Skills Hub feasibility study using UKSPF in York and North Yorkshire.	AE /TW	July 23	
047	AJ to conduct a review of progress against York Skills Strategy	AJ	Sept/Oct 23	
048	AJ to circulate Terms of Reference	AJ	Jul 23	Complete

049	AJ to circulate Evaluation of the Strategic Development Fund	AJ	Jul 23	Complete
050	SB to approach Cllr Kilbane regarding a new Trade Union representative to replace Gareth Forest	SB	Sept 23	
051	AJ to contact Gareth Forest to check his status re secondment and inform him of action to replace him as a member	AJ	Sept 23	
052	CF to approach Caoline Mehan from the Federation of Master Builders for a suitable candidate to approach for membership on the YSEB	CF	Sept 23	
053	SB to put an advert in the CYC Business Bulletin asking for businesses interested in being YSEB members	SB	Sept 23	
054	AJ to continue membership refresh as per recommendations of the Board	AJ	Sept 23	