

Skills and Employment Board – Minutes

16 May 2023 1:30pm - 3pm

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 Chair
York Learning	Paul Cliff	Head of Adult Learning Service NYC and York Learning
York St John University	Professor Karen Bryan	Vice-Chancellor
The Skills Network	Mark Dawe	Chief Executive
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills
Simpson York Limited	Amanda Davidson (AD)	HR Manager

In attendance

Organisation	Representative	Role
Annabel Jelley Consultants	Annabel Jelley (AJ)	Project Manager
City of York Council	Alison Edeson (AE)	Skills Team Manager

Apologies

Organisation	Representative	Role
Open Velocity	Bethan Vincent (BV)	Business Owner

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
City of York Council	Simon Brereton (SB)	Head of Economic development
University of York	Amanda Selvaratnam (AS)	Associate Director of Research and Enterprise and Head of Enterprise Services

Minutes

1. Introduction

Lee Probert (Chair) welcomed everyone to the meeting.

Apologies had been received from Amanda Selvaratnam (University of York), Gareth Forest (TUC), Simon Brereton (CYC) and Kiran Trehan (UoY).

2. Minutes from last meeting 30 March 2023

The minutes were agreed as a true record of the meeting that took place on 30 March 2023.

Update on outstanding actions; actions 38,41,44 and 45 are on going, action 33 is legacy from prior to AJ coming on board and will be reviewed, action 40 regarding reviewing stakeholders for the Board - please feed ideas into AE. All other actions are complete or covered on 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 focussed on Commitment Group 3 and had met with MF to revitalise the group after a hiatus.

The group met and had agree a new plan of action centred around Digital Degree Apprenticeships. The overarching purpose of the group is to 'Work in partnership to create a flexible city-wide skills system that responds to local needs'. Previous work had been too wide and little progress had been made.

Therefore the group wanted to narrow the focus as a proof of concept and create tangible impact. It was decided to work on progression routes to YSJ Data Science Degree Apprenticeship.

Members commented that it was important to not be too narrow in focus and open up the types of provision that could be linked to progression within the digital sector. PC highlighted the need to start with building blocks at L1 and L2 to show the spectrum of entry routes into the sector.

KB suggested a process map for this area which could then be used as a blueprint for other areas. She cautioned against making it too complicated.

AJ reported that Commitment Group 4 has gone into abeyance but this would be reviewed prior to the next meeting.

4. Skills Hub

A task group (AE, AJ, AH and MNS) had been investigating models for a York and North Yorkshire Skills Hub. AJ and AE gave an update on progress since the last meeting. A meeting had taken place with the manager of Bradford's SkillsHouse which is seen as a beacon of best practice for a skills hub and has been running for almost 10 years.

The skills hub concept is to have a front door including a website under which skills provision is aligned and branded across the area. Organisations agree to support the vision and branding and then skills initiatives when they come along can be affiliated with the skills hub.

Bradford has benefitted from substantial funding over the years (including ESF) and there is a recognition that we are in a different funding era. However, it is important to 'keep faith' with the concept as flexible funding becomes available. This may be a longer term ambition (e.g. via Gainshare) but in the meantime we may explore potential opportunities under existing funding streams such as UKSPF and Local Skills Improvement Fund.

AJ proposed a vision statement for discussion.

'To connect businesses and individuals to relevant skills provision to support inclusive economic growth'

PC suggested that the term 'skills provision' was not recognisable to the general public and suggested 'education and training'. Several members agreed with this suggestion.

MD and KB commented that there needs to be a reference to 'jobs' as this is the outcome of skills training.

KB also said that the statement needs to include 'York and North Yorkshire Skills Hub' so that it is explicit.

The new vision statement could therefore be ‘York and North Yorkshire Skills Hub - connecting businesses and individuals to relevant education and training to support jobs and inclusive economic growth.’

AE set out that she and TW had been exploring ways to support a feasibility study for the YNY Skills Hub using a proportion of UKSPF.

Members agreed they were comfortable with this approach.

ACTION: AE and TW to keep the Board updated on progress to take forward Skills Hub feasibility study using UKSPF in York and North Yorkshire.

5. UK Shared Prosperity Fund (UKSPF)

AE gave a presentation on the progress on skills interventions under UKSPF.

She focussed on;

- E33: Employment support for economically inactive people
- E35: Enrichment & volunteering activities
- E36: Increase levels of digital inclusion, essential digital skills

AE explained that E36 was likely to attract bids to deliver the defunded L1 and L2 digital user qualifications. Members agreed they were comfortable with this approach.

AE asked if the Board were happy to combine the other interventions therefore giving more flexibility and scope to the interventions that could be delivered. This was agreed. There would also be a requirement to set aside some funding for evaluation of the programme.

KB suggested that we need to be clear on the purpose of the evaluation. She favoured;
1. Setting out how each project maps on to the Skills Strategy and 2. What has been the impact e.g. no of people getting jobs or progressing to further learning.

MD commented that the commissioning for the UKSPF should be straightforward and simple.

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 (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)

The LSIP will be submitted to DfE by 31 May and published in the summer.

The guidance for the Local Skills Improvement Fund has not yet been published but there was a stakeholder engagement event at the Strategic Development Fund Showcase on 4th May. The FE Colleges are in scope to lead the partnership but other providers including ITPs, HEIs, IoTs and sixth form colleges are also eligible.

AJ gave an overview of lessons learned from the SDF project including the onerousness of the back office requirements, dependence on collaboration and the tight timescales. Despite the challenges, over £2m of capital and revenue funding had been invested in the space of 7 months and the collaborative activities were very well received by partners.

6. AOB

LP gave wholehearted thanks to CAW for his insightful contributions to the YSEB over the last few years. He said that CAW had acted tirelessly in support of citizens and businesses in York and had been a strong advocate for people and communities in his local area.

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	LP	Mar 21	Completed

	commitment to the implementation of the strategy.			
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 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	