

Skills and Employment Board – Minutes
24 June 2022, 09:00 - 10:00
York Guildhall

Members present

Organisation	Member	Role
City of York Council - Executive	Councillor Andrew Waller	Executive Member – Children, Young People and Education (from June 2022)
City of York Council	Maxine Squire	Assistant Director - Education and Skills
York College	Lee Probert	Chief Executive and Principal
Askham Bryan College	Dr Tim Whitaker	Chief Executive
West & North Yorkshire Chamber of Commerce	Mark Goldstone	Head of Policy and Business Representation
Federation of Small Businesses / Grounded HR	Caroline Chapman	Business Owner and Member Representative
Simpson York Limited	Amanda Davidson	HR Manager

In attendance

Organisation	Representative	Role
University of York	Amanda Selvaratnam	Associate Director (Impact), Research, Innovation and Knowledge Exchange
City of York Council	Alison Edeson	Skills Team Manager
York St John University	Marc Fleetham	Director of Business Development & Knowledge Exchange

Apologies

Organisation	Representative	Role
York St John University	Professor Karen Bryan	Vice-Chancellor
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
York Jobcentre	Wendy Mangan	York & North Yorkshire Employer and Partnership Manager
York and North Yorkshire LEP	Tracy Watts	Social Inclusion Lead
City of York Council	Simon Brereton	Head of Economic Development
Open Velocity	Bethan Vincent	Marketing Consultant
The Skills Network	Mark Dawe	Chief Executive
TUC	Gareth Forest	Policy and Campaigns

Minutes

1. Introduction

Lee Probert (Chair) welcomed members to the first in-person meeting of the Board and apologies were noted. Changes to Cllr Waller’s portfolio (whilst retaining apprenticeships and skills), Jude Knight’s departure from the LEP and Mark Goldstone’s transition to CBI next month were also noted.

2. Minutes from last meeting

Given that the previous meeting took place in September 2021, the minutes were accepted as a true record, and it was noted that the actions had been completed (see action log).

3. Activity Update

Lee reflected that whilst the Board hadn't met since September, their prior work to develop the one-year plan and 10-year strategy is already making a difference. As intended, the 10-year strategy is guiding partner organisations across York and North Yorkshire, businesses, communities and residents to help identify opportunities to work together more effectively on York's skills priorities and prepare for new opportunities such as Local Skills Improvement Plans, UK Shared Prosperity Fund and Devolution.

Commitment Groups

Amanda provided an update on the work of the commitment groups that were established under the one-year plan and have evolved under the 10-year strategy. Each commitment group comprises FE, HE and Local Authority partners, with a different organisation leading each of the groups.

Commitment group 1 (Support for individuals – led by York College) and group 2 (Skills support for businesses – led by University of York) are collaborating to develop models for a skills hub – to support businesses and provide localised skills and employment information, advice and guidance, particularly to people in community settings.

The importance to engage and align with existing partners e.g. 'Prospects' was noted.

Commitment group 3 (Pioneering provision – led by York St John University) is focussed on developing pathways across the city to support individuals and businesses to access provision and progress across institutions. This group is developing a shared approach (productive partnership) to leadership of partnerships, quality assurance, student support, joint accreditation etc.

The importance of the commitment lead championing inclusive progression routes (integrated with mainstream) for people with SEND was noted.

Commitment group 4 (Education to employment and self-employment – led by Askham Bryan College) is developing shared resources and a common language through which to engage SMEs in different types of placements e.g. T-Levels, Traineeships, Apprenticeships, Internships, Graduate placements, supported internships and work experience

The importance of linking in with partners (such as the Strategic Development Network) and their resources was noted.

Rail sector Delivery Plan

Alison explained the integrated approach to sector development being led by the Council's Economic Development Team and how engagement with the rail sector had borne a dedicated rail skills working group, comprising rail industry and skills partners (including NSAR).

Initial areas of partnership working include:

Inclusive Routes into rail - including pre-apprenticeship programmes

Pioneering partnerships - developing local pathways to the higher level digital and technical skills

Showcasing the sector - collaborating around careers engagement and communication

Examples of outputs from this group include, helping to shape York's GBR Headquarters bid, exploring the opportunity to tailor future Bootcamps for the sector and a 'Railway Futures' event being planned for October 2022 ([Railway Futures | National Railway Museum](#)).

Potential for this to provide blueprint for sector development plan engagement – with interest being shown by industry stakeholders in Adult Social Care and Hospitality.

The importance of not solely focussing on sectors and engaging on cross-cutting themes such as transferable skills was noted and it was recognised that the strategy strikes an appropriate balance.

Recruitment of shared Project Manager

Lee explained that the Higher York partners had agreed to co-fund a shared resource to effectively manage and monitor delivery of the skills strategy, alongside other initiatives the (HY) partnership may agree. However, despite two rounds of advertising a suitable candidate had not been identified. Action was therefore being taken to review the Job Description and scope of the role in the hope to make it more attractive.

A consultant had been asked to conduct a short piece of work to identify which areas could/should be brought forward to progress delivery and advise on how to make the role more attractive to those with skills and/or Project Management experience.

A suggestion was made to explore whether this role could be aligned / combined with similar roles being recruited such as the Institute of Technology Project Manager and longer-term, the resource needed to support LSIP.

4. Skills and Employment Board – next steps

Lee led a discussion on the future membership, focus and meeting frequency of the Board.

It was felt that makeup of the current Board afforded a good range of voices and the number of members (14) was conducive to productive meetings. Those in attendance re-confirmed their own/organisation's commitment and the following suggestions made:

- Potential to include industry representatives from key sectors, possibly through a dedicated employer forum that feeds into the board.
- Could be value in having a large employer voice from a sector not currently represented e.g. Nestle for food manufacturing
- Secondary education partners should also have a voice – York Secondary Heads Forum could be the route for this
- Independent training providers should continue to be represented – Yorkshire Learning Providers could be a good fit
- The Board has a leading role in strengthening York's voice in wider/ regional conversations but in the future consideration may need to be given to how it aligns / merges with others LSIP or LEP Skills Board etc.

As we've moved into implementation, the role of the Board is to oversee delivery and challenge the partnership to keep it current throughout the coming years. It was agreed that the Board would meet every 6-8 weeks until a project manager is in place, at which point consideration will be given to moving to less frequent (possibly quarterly) meetings.

5. UK Shared Prosperity Fund

Alison provided an overview of the UK Shared Prosperity Fund (UKSPF) and the approach being taken by City of York Council, as a lead authority. The following was highlighted:

- The Shared Prosperity Fund is structured across three investment priorities:
 1. Communities and Place
 2. Supporting Local Business
 3. People and Skills (2024/25)
- York's funding allocation would be just over £5.1m, phased across three years:
 - 2022/23 £ 619,843
 - 2023/24 £1,239,687
 - 2024/25 £3,247,980

The funding available is primarily for revenue costs however roughly 15% (circa £800k) of the total can be used for capital costs.

In addition, York has been allocated £741,291 for Multiply, a national adult numeracy programme, which has its own investment plan and timeline.

- Funding for the People and Skills theme would generally not be accessible until 2024/25 so consideration was also being given to how the other themes could help to build skills infrastructure in years 1 and 2. Opportunities to work with regional partners would also be explored.
- A local partnership group is currently being set up and one or more members of the Board would directly be invited to join. This is with a view to sharing York's investment plan which must be submitted to Government by 1st August 2022.
- The challenges and opportunities set out under the People and Skills theme in the Investment Plan are directly lifted from / shaped by York's 10-year Skills Strategy. Specific initiatives are not to be included in the investment plan, but work had started to identify potential programmes e.g. the skills hub.

There is an appetite to develop 'York' qualifications in areas such as green skills so it would be important to understand whether UKSPF can be used to fund new (or only existing) qualifications. It was also suggested that it would help members (and employers) if there was a 'map' of available skills funding (LSiF, SDF, UKSPF, devolved AEB) and how these align with the 10-year skills strategy.

Government guidance on: [Interventions, Objectives, Outcomes and Outputs – England \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Any questions around UKSPF can be sent to economicgrowth@york.gov.uk

6. AOB

None

Action Log

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	
029	Take suggestions into account when reviewing Board membership	LP	Sept 22	
030	Agree dates for Board meetings to end 2022	LP	Aug 22	
031	AE to discuss potential UKSPF projects with commitment group leads	AE	Jul 22	
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	