

York Skills and Employment Board
Meeting Agenda
29 January 2021 10:00-11:30

Membership:

Organisation	Member	Role
City of York Council - Executive	Councillor Andrew Waller	Executive Member - Economy and Strategic Planning
City of York Council	Maxine Squire	Assistant Director - Education and Skills
York College	Lee Probert	Chief Executive & Principal
University of York	Professor Kiran Trehan	Pro-Vice-Chancellor for Partnerships and Engagement
York St John University	Professor Karen Bryan	Vice-Chancellor
Askham Bryan College	Dr Tim Whitaker	Chief Executive
York Jobcentre	Angela Stabeler	York & North Yorkshire Employer and Partnership Manager
West & North Yorkshire Chamber of Commerce	Mark Goldstone	Head of Policy and Business Representation
Federation of Small Businesses	Caroline Chapman	Member
York and North Yorkshire LEP	Jude Knight	Head of Skills
Simpson York Limited	Amanda Davidson	HR Manager
Netsells	Bethan Vincent	Marketing Director
The Skills Network	Mark Dawe	Chief Executive
TUC	Gareth Forest	Policy & Campaigns

In attendance

Organisation	Representative	Role
City of York Council	Simon Brereton	Head of Economic development
City of York Council	Alison Edeson	Skills Team Manager
University of York	Amanda Selvaratnam	Associate Director of Research and Enterprise and Head of Enterprise Services
Annabel Jelley Consulting	Annabel Jelley	Strategy development consultant
City of York Council		Communications Team

Agenda

Item #	Timing	Agenda Item	Owner
1	10:00	Welcome Apologies	Lee Probert (Chair)
2	10:05	Minutes of the last meeting To be agreed and consider any matters arising	Lee Probert (Chair)
3	10:15	The One-Year Plan Structure, key themes and priorities	Lee Probert (Chair) Annabel Jelley
4	10:40	Emerging priorities in 2 -5 year plan and feedback session	Annabel Jelley
5	11:10	Impact of FE White paper on Skills Strategy	Annabel Jelley
6	11:25	Any other business	Lee Probert (Chair) ALL
7	11.30	Close	

Skills and Employment Board – Minutes

17 December 2020, 15:30 -17:00

In attendance

Organisation	Member	Role
City of York Council - Executive	Councillor Andrew Waller (CAW)	Executive Member - Economy and Strategic Planning
City of York Council	Maxine Squire (MS)	Assistant Director - Education and Skills
York College	Lee Probert (LP) (Chair)	Chief Executive & Principal
University of York	Professor Kiran Trehan (KT)	Pro-Vice-Chancellor for Partnerships and Engagement
York St John University	Professor Karen Bryan (KB)	Vice-Chancellor
York Jobcentre	Angela Stabeler (AS)	York & North Yorkshire Employer and Partnership Manager
West & North Yorkshire Chamber of Commerce	Mark Goldstone (MG)	Head of Policy and Business Representation
York and North Yorkshire LEP	Jude Knight (JK)	Head of Skills
Simpson York Limited	Amanda Davidson (AD)	HR Manager
Netsells	Bethan Vincent (BV)	Marketing Director
The Skills Network	Mark Dawe (MD)	Chief Executive

In attendance

Organisation	Representative	Role
City of York Council	Simon Brereton (SB)	Head of Economic Development
City of York Council	Alison Edeson (AE)	Skills Team Manager
University of York	Amanda Selvaratnam (ASe)	Associate Director of Research and Enterprise and Head of Enterprise Services
Annabel Jelley Consulting	Annabel Jelley (AJ)	Strategy development consultant
City of York Council	Claire Foale (CF)	Communications Team

Apologies

Organisation	Representative	Role
Askham Bryan College	Dr Tim Whitaker (TW)	Chief Executive
Federation of Small Businesses	TBC	TBC
TUC	Gareth Forest (Lewis) (GF)	Policy & Campaigns

Minutes

1. Introduction

Lee Probert (Chair) welcomed members to the inaugural meeting of the Skills and Employment Board. Members introduced themselves.

Apologies had been received from Askham Bryan College and the Federation of Small Businesses. A representative from TUC would also join later meetings.

2. Setting the context

The composition of the Board reflects the need for a city-wide approach that represents and balances the views of employers, employees and providers.

The Chair of the Task and Finish Group provided an update on work to date including, quantitative and qualitative engagement with businesses to build the evidence base that will underpin the one-year skills plan to 'Help people through change' and the 10 year strategy for '21st Century jobs'.

The importance of people having the skills needed in the current job market was noted, as well as the need to plan for jobs of the future.

3. Inclusive jobs and growth

SB provided an overview of York's current economic context and set out how the Skills Strategy would be closely aligned to the city's economic strategy which was being refreshed.

There was consensus that the narrative around part-time needed to be refreshed to reflect the benefits of flexible and blended working. Similarly, entrepreneurship should be supported in an inclusive economy.

The interplay with other city-wide strategies such as housing was also noted.

4. Timeline

Work on the one-year plan was underway with a view to it being agreed by the Board at end of January 2021. The longer-term strategy would be drafted by the end of March. In line with the timeline (attached), members to consider how they could further support activity such as sharing data, reports, experience and contacts.

5. Board Governance

The relationship between the Board and the local authority recognises the importance of a city-wide partnership in driving the skills strategy and monitoring progress. The Board will maintain independence but it would be important for elected members to have the opportunity to feed into this work. This will be managed via the council's democratic processes with Board member support as required.

6. Terms of Reference

The Terms of Reference had been circulated in advance of the meeting. Subject to minor amends, these were agreed.

7. Communications plan

The work of the Board and development of the skills strategy will be publicised through the council's Let's Be York 'Learn, Earn and Grow' communications strategy (presentation attached). The strategy is designed to provide a steady drum-beat of messaging, tailored to target audiences including, young people, residents and businesses.

8. Future meetings and work plan

Emerging themes from the work to date were discussed and the Board's role in prioritising the activity under the strategy noted.

Dates for meetings in 2021 to be confirmed and it was noted that the Board may need to meet more frequently in the early part of the year. LP to share draft priorities and plan for member involvement in scoping the Skills Strategy, to achieve the March deadline.

9. AOB

Meetings to continue to be held online until at least end March 2021.

Action Log

Action	Who	Deadline	Date completed
Share copy of economic presentation	SB	W/E 8.01.21	8 January 2021
Share copy of Timeline	AE	W/E 8.01.21	8 January 2021
Amend ToR and issue final version	AE	W/E 8.01.21	8 January 2021
Share copy of communications strategy presentation	AE	W/E 8.01.21	8 January 2021
Circulate dates for early 2021 meetings	LP	W/E 8.01.21	8 January 2021
Circulate emerging priorities for comment and set out plan ahead of March 2021	AE, AJ, AS, LP	End January 21	