

York Skills and Employment Board – Minutes
01 November 2022, 10:00 - 11:30
Microsoft Teams

Members present

Organisation	Member	Role
York College	Lee Probert	Chief Executive and Principal (Chair)
City of York Council - Executive	Councillor Andrew Waller	Executive Member – Children, Young People and Education
Askham Bryan College	Dr Tim Whitaker	Chief Executive
York and North Yorkshire LEP	Tracy Watts	Social Inclusion Lead
West & North Yorkshire Chamber of Commerce	Mark Casci	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
City of York Council	Simon Brereton	Head of Economic Development
York St John University	Professor Rob Mortimer	Pro Vice Chancellor: Research and Knowledge Transfer
The Skills Network	Paul Wakeling	Executive Director of Curriculum and Quality
Annabel Jelley Consultants	Annabel Jelley	Project Manager
City of York Council and North Yorkshire County Council	Paul Cliff	Head of Adult Learning and Skills

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
City of York Council	Maxine Squire	Assistant Director - Education and Skills
Open Velocity	Bethan Vincent	Business Owner
The Skills Network	Mark Dawe	Chief Executive
TUC	Gareth Forest	Policy and Campaigns

Minutes

1. Welcome and Apologies

Lee Probert (Chair) would join for item four so Alison Edeson welcomed members to the meeting. Introductions were made for the benefit of new members and attendees.

2. Minutes from previous meeting

The minutes of the previous meeting were accepted as a true record, and it was noted that due actions had been completed or would be discussed on the agenda (see action log).

3. Priorities for delivery

Attempts to recruit a shared Project Manager resource to oversee delivery of the Skills Strategy had been unsuccessful. Annabel Jelley provided an update on the work she had subsequently done to review, refine and recommend a more focused job description. This included the need to prioritise activity.

Alison reminded the Board of the work being undertaken by the commitment groups and with the rail sector. It was hoped that information from today's speakers and Annabel's report would enable the Board to prioritise activity / provide direction to the commitment groups and sponsors.

Action: AE to confirm with LP whether Annabel's report and revised JD could be circulated.

4. UK Shared Prosperity Fund (UKSPF)

Simon Brereton provided an overview of the [UK Shared Prosperity Fund \(UKSPF\)](#), focussing on the *People and Skills* interventions and funding from Year 3 (2024/25). Simon explained that York's investment plan had been submitted and the council was awaiting Government feedback – meaning final funding amounts, outputs and outcomes might be tweaked.

There were no guarantees, but it was hoped that Government signoff would be received by the end of November and the team was developing the application process, with a view to launching calls for Year 1 projects by the end of the calendar year.

Tracy Watts confirmed that the LEP had developed and submitted a UKSPF investment plan for North Yorkshire County Council, and all parties were working together to ensure alignment of opportunities across the region (York's 10-year Skills Strategy, UKSFP, LSIPs, Devolution /Mayoral Combined Authority)

Action: UKSPF presentation slides to be circulated with the minutes.

5. Adult and Community Learning

Paul Cliff updated on 'The Adult Learning and Skills Engagement Strategy' launched earlier in year. Recognising the key challenges in engaging a large proportion of the adult working age population in skills training the document aims to articulate a clear strategy for adult learning engagement across York and North Yorkshire. As joint Head of Adult Skills and Learning for York and North Yorkshire, Paul has responsibility for almost 1/3 of the Adult Education Budget (AEB) (including Community Learning) for the region.

It was recognised that through closer partnership working between providers and across funding streams, duplication of efforts could be avoided and funding (whether AEB, UKSPF or other) can be used efficiently, including to help deliver York’s Skills Strategy. This would become increasingly important as plans develop for potential devolution of the Adult Education Budget and creation of a Mayoral Combined Authority (MCA).

Paul has also formulated the agreed investment plan for the [Multiply Programme](#) (part of UKSPF), which is aimed at helping adults to improve their numeracy skills. The investment plan for this strand had been submitted at the end of June and the prospectus (which included 11 interventions) had been launched on 31 October 2022. The prospectus aims to pull together a partnership of providers across the region to support access to maths skills and to encourage a wider and more diverse group of adults to engage in the wider skills training agenda.

Action: Presentation slides to be circulated with the minutes.

6. Local Skills Improvement Plan (LSIPs)

Mark Casci explained that the West & North Chamber of Commerce had been successful in its bid to lead the development of the [Local Skills Improvement Plan \(LSIP\)](#) for York and North Yorkshire. His update covered the following points:

- LSIP programme is preparing to launch in earnest with both a Leadership Group and a Steering Group being formed.
- West & North Chamber of Commerce is engaging with learning providers, councils, LEPs and other interested parties on next steps and alignment with other plans.

Action: Board members who wish to be involved should email: skills@wnychamber.co.uk

Tracy Watts mentioned that the Local Authorities, LEP and Chamber were working to collaboratively on research and engagement. This included some upcoming research with employers in key sectors in the region. Concern was raised that the voice of small businesses shouldn’t be overlooked.

Action: Tracy to review research approach to ensure appropriate involvement from SMEs.

7. 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	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	
035	Circulate SB and PC presentations with meeting minutes	AE/LP	Nov 22	
036	Review research approach to ensure appropriate involvement from SMES	TW	Dec 22	