

## Employment and Skills Board

Minutes of the Board meeting held on Thursday, 21<sup>st</sup> October 2021 via Microsoft Teams

### **Attendance**

#### **Board Members**

Jayne Adamson (Chair)  
Iain Elliott  
Andy Crossland  
Danny Brett  
David Gent  
James McIntosh  
Mark Burley  
Michelle Peacock  
Mike Welsh  
Pat Coyle  
Sarah Bone  
Sue Balthazar  
Laura Botham

#### **Observers**

James Newman  
Teresa Chalmers  
Chris Howell  
Gill Dillon

#### **Secretariat**

Stacey Alexander

### **1. Welcome & Introductions**

JA welcomed the new Board members to the Employment and Skills Board. Board members gave a brief introduction of themselves, their backgrounds and expectations.

### **2. Apologies**

Catherine Bishop, Adam Greenwood, Becky Huxley-Binns, Liz Hutchinson, Nikki Davies and Kirsty Bark.

### **3. Declarations of Interest**

MW:

- Member of the Association of Colleges employment & skills group.
- The TEC Partnership (incorporating East Riding College) holds current and predecessor contracts with the HEY LEP and Humber LEP respectively.

DB:

- Bishop Burton College holds current and predecessor contracts with the HEY LEP and Humber LEP respectively.

#### 4. **HEY LEP Chair's Welcome**

JN introduced himself and welcomed everyone to the new Board.

#### 5. **Employment and Skills Board – Introduction**

- (i) CH welcomed everyone and gave an overview of the Board's roles, responsibilities, performance management responsibilities and forward plan.

Key messages from the introduction included:

- The role of the Employment & Skills board in achieving the LEP's aims and objectives, specifically its role in facilitating a fully functioning labour market in order to enhance productivity and economic growth.
  - The importance of focussing on addressing skills shortages and gaps and mitigating against labour market failure.
  - The Board's dual role as HEY LEP Employment and Skills Board and Skills Advisory Panel which includes responsibility for the delivery of the Local Skills Report.
  - Wider responsibilities including facilitating employment & skills related projects and initiatives, securing funding and its role in community leadership championing all aspects of employment & skills including inclusion, health & wellbeing and social responsibility.
- (ii) GD gave a more detailed overview of the role of the Skills Advisory Panel (SAP), the Local Skills Report (LSR) and also updated the Board on the requirement to refresh the LSR.

A recommendation was put to the Board that that it endorsed the timeline to publish the refreshed HEY LSR by 28<sup>th</sup> January in line with the requirements of the DfE and to allow the refreshed document to fully reflect the skills priorities set out in the HEY Economic Growth and Wellbeing Strategy.

**The Board agreed:**

- **To endorse the timeline to publish the refreshed HEY LSR by 28<sup>th</sup> January 2022.**

## 6. **Employment and Skills Board Terms of Reference**

CH introduced the draft Terms of Reference (ToR) for the Board. The ToR for the Employment & Skills Board combines LEP governance with the requirements of the Advisory Panel.

JA suggested two additions:

- If Board members miss three consecutive meetings they are asked to vacate their position.
- Substitutes are allowed but must have prior agreement from the Chair.

A recommendation was put to the Board to ratify the Terms of Reference.

**The Board agreed:**

- **To ratify the Terms of Reference and to include the proposed additions.**

## 7. **HEY LEP Growth & Wellbeing Strategy**

TC updated the Board on the development of the HEY LEP Economic Growth and Workforce Wellbeing Strategy. This document sets the direction for the work of the HEY LEP for the next 5 years until 2026.

Of particular relevance to the Employment & Skills Board is Priority 3 – leading on a skilled and inclusive economy.

The aim of this section is to lead the transformation of the HEY LEP regional skills profile to deliver a highly skilled, healthy and productive workforce, reducing inequality and increasing the life chances for our communities.

Key objectives include:

- Driving higher level skills
- Maximising progressions to higher education
- Upskilling and reskilling the workforce
- Embedding digital skills
- Delivering a green recovery through skills development
- Retaining and attracting young people

- Supporting labour market participation
- Matching out of work people with sectors with labour need
- Economic inclusion
- A healthy workforce

Board members were asked to respond to the formal consultation.

## 8. **Employment and Skills Board supporting structure**

CH gave an overview of the wider Employment & Skills Board governance and put forward the case for a supporting structure to help deliver its aims and objectives.

The proposed supporting structure to comprise of the following sub-groups:

- Careers Education Information Advice and Guidance (CEIAG)
- Apprenticeships and Technical Education
- Talent Forum
- Humber Local Digital Skills Partnership
- HEY LEP Skills Network

A recommendation was put to the Board to endorse the proposed supporting structure.

### **The Board agreed:**

- **To endorse the proposed supporting structure.**

## 9. **Workplace health & wellbeing / Good Work**

CH presented a paper detailing the importance of workplace health and wellbeing / Good Work principles in the context of productivity and the achievement of HEY LEP employment and skills objectives.

CH proposed a phased approach to creating a HEY LEP health & wellbeing / Good Work initiative, with phase 1 focussing initially on the creation of a repository of resources for employers.

Further phases would explore the creation of an Employer Charter incorporating wider aspects of “Good Work” such as employment terms & contracts, the Real Living Wage, inclusive recruitment processes, flexible working and good people management.

PC, DH, DB, MB and SB all agreed that this type of work is extremely important.

IE offered a potential secondment to help progress the work. JA and PC also offered to support the work.

**The Board agreed:**

- **To support and champion the principles of a HEY LEP workplace health / Good Work initiative.**
- **To mandate the HEY LEP Employment & Skills team with taking forward phase 1 of the workplace health & wellbeing / Good Work initiative for Hull & East Yorkshire focussing initially on creating a repository of resources for employers.**

**10. Horizon Scanning**

CH introduced the paper on Horizon Scanning and proposed that this item be a standing agenda item at all future meetings.

The purpose of this item is to keep the Board informed of new or emerging policy, strategy, research or thought pieces relating to the employment & skills agenda.

Content from this agenda item to be used to inform the Board’s Forward Plan.

**11. Forward Planning**

Items proposed for the Board’s forward plan at this meeting:

- Freeport
- Health & Social Care
- Social inclusion

12. **AOB**

- JA proposed holding “Lunch & Learn Sessions” to support Board members with their knowledge and understanding of the employment and skills agenda. These would be informal sessions and attendance would be optional. The LEP’s Employment & Skills team to arrange an ongoing programme of events.
- JA reminded Board members to submit a photograph and a biography to CH for inclusion on the HEY LEP website.

13. **Date and time of next meeting**

Monday, 6<sup>th</sup> December 2021 @ 10am via Microsoft Teams.

Signed:

Jayne Adamson  
Chair

DRAFT