

Attendance

Board Members

Jayne Adamson (JA) (Chair)
Sue Balthazar (SB)
Michelle Peacock (MP)
Danny Brett (DB)
Alex Codd (AC)
Claire Watts (CW)
Nikki Davies (ND)
Iain Elliott (IE)
Adam Greenwood (AG)
Laura Botham (LB)
Mark Burley (MB)
Kirsty Bark (KB)
Catherine Bishop (CB)
David Gent (DG)
Andy Crossland (AC)
James McIntosh (JM)

Observers

Teresa Chalmers (TC)
Gill Dillon (GD)
Chris Howell (CH)
Fiona Headridge (FH)

Guests

Ella Wardleworth-Phillips (EWP)

Secretariat

Stacey Alexander (SA)

1. Welcome & Introductions

JA welcomed AC and CW to the Employment and Skills Board. AC and CW are the Hull City Council and East Riding of Yorkshire representatives respectively.

2. Apologies

Apologies received from Mike Welsh, Becky Huxley-Binns, Pat Coyle, James MacIntosh and Sarah Bone

3. Declarations of Interest

DB declaration of interest: Bishop Burton College holds current and predecessor contracts with the HEY LEP and Humber LEP respectively.

4. **Minutes from previous meeting and matters arising**

The minutes of the previous meeting were agreed as being a true and accurate record.

CH addressed outstanding items which are to be action prior to the next meeting.

5. **Update to Terms of Reference**

Employment & Skills Board Terms of Reference membership to be updating to include Chairs of project groups, specifically the Apprenticeship and Technical Education and Careers, Education, Information, Advice and Guidance (CEIAG). The CEIAG group is to be renamed “Career Aspirations”. The Board agreed to the proposed changes.

6. **HEY LEP Careers Hub 2022-23 Forward Planning**

EW- P from the Careers & Enterprise Company introduced herself to the Board and gave an overview of the Careers and Enterprise Company, the national operating model and a summary of how this is being delivered locally.

FH followed and gave a detailed overview of the local delivery model, performance and the HEY LEP aspiration to expand the current Careers Hub to include all in-scope schools in Hull and the East Riding in September 2022.

FH detailed the need for additional financial contributions from partner organisations to make up the required match funding for the expansion.

The Board was asked to approve the proposal to expand the HEY LEP Careers Hub to include all Hull & East Riding Schools in September 2022 and give the mandate for the HEY LEP to initiate conversations with stakeholders around securing the match funding required.

Decision: The Board approved the proposal to expand the HEY LEP Careers Hub to include all Hull & East Riding Schools in September 2022 and gave the mandate for the HEY LEP to initiate conversations with stakeholders around securing the match funding required.

7. **Employment and Skills Manager’s Update**

CH introduced the Employment & Skills Manager’s update. This is a new standing agenda item which contains details of the work of the HEY LEP Employment & Skills team. The purpose of the report is to ensure that members of the Employment & Skills Board are updated on the day-to-day

work of the HEY LEP team and are able to support and direct where appropriate. The update summarises progress made by the Employment & Skills team since the previous Board meeting on 6th December 2021.

8. **Local Skills Report 2022**

GD presented the updated Local Skills Report for 2022/2023. The Department for Education require all LEPs to update the Local Skills Report (LSR) on an annual basis and that these are published by the end of January to coincide with local education, learning and skills providers curriculum planning period. The HEY LEP has published its LSR for 2022/23 in accordance with these requirements. The updated document can be accessed via the following link: <https://heylep.com/wp-content/uploads/2022/02/Hull-East-Yorkshire-Local-Skills-Report.pdf>

In addition to the LSR document LEPs are required to update the labour market intelligence that inform the document. This data is contained within a separate annex and can be accessed via the following link: <https://heylep.com/wp-content/uploads/2022/02/Annex-A-Annex-B-updated-21st-February.pdf>

The HEY LEP also makes the data available via a publicly accessible Microsoft Power BI dashboard. This can be accessed [here](#).

GD explained the two notable changes to the 2022-23 version are:

- Key sectors – The DfE have specified the addition of industrial sectors over and above those identified locally. These include: Adult social care; Construction (including buildings/retrofit); Digital and Technology; Haulage and Logistics and Manufacturing.
- Action plan – The format and content of the Action Plan has been altered for the 2022-23 document. The rationale behind this being to ensure that it is aligned to the recently published HEY LEP Economic Growth and Workforce Wellbeing Strategy and dovetails with emerging delivery plans.

9. **Horizon Scanning**

CH gave a summary of the Horizon Scanning paper.

The paper contained two sections:

- (i) HEY LEP Economic Growth and Workforce Wellbeing Strategy
- (ii) Levelling Up White Paper

CH gave an overview of the HEY LEP Economic Growth & Wellbeing Strategy focussing on “Priority 3” – Skilled and Inclusive Economy” which contains the employment and skills related content. CH explained that the key objectives set out within this are consistent with those in the new LSR action plan allowing read across between documents. The key objectives set in both documents are:

- Driving higher level skills
- Upskilling and reskilling the workforce
- Maximising progressions to higher education
- 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 market need
- Economic inclusion
- A healthy workforce

The second section of the Horizon Scanning item focussed on the Levelling Up White Paper. CH gave an overview of the main skills related items including:

- Future Skills Unit
- Devolution of AEB
- UK Shared Prosperity Fund & Multiply
- Employment & Skills Pathfinders
- Advancement of existing skills reforms e.g. Skills Bootcamps, Apprenticeships, Higher Technical Qualifications, Institutes of Technology and Local Skills Improvement Plans.

10. **Forward Plan**

Items identified for the forward plan include:

- HEY LEP Economic Growth & Workforce Wellbeing Strategy
- Levelling Up White Paper
- Health & Social Care
- Social Inclusion

11. **Any other business**

- (i) Informal learning sessions:
 - a. HEY LEP Annual Review
 - b. Local Skills Report
 - c. Local Digital Skills Partnership
 - d. HEY Careers Hub
 - e. Green Jobs and Skills Analysis
- (ii) Board member photos and biographies

12. **Date of next meeting:**

Monday, 25th April 2022 at 10.00am – 12noon via MS Teams

Signed: 

Jayne Adamson
Chair