

## Attendance

### Board Members

Jayne Adamson (Chair) (JA)  
Andy Crossland (AC)  
Becky Huxley-Binns (BHB)  
Catherine Bishop (CB)  
Daniel Brett (DB)  
David Gent (DG)  
Iain Elliott (IE)  
Kirsty Bark (KB)  
Laura Botham (LB)  
Michelle Peacock (MP)  
Pat Coyle (PC)  
Sue Balthazar (SB)

### Observers

Teresa Chalmers (TC)  
Chris Howell (CH)  
Gill Dillon (GD)  
Tracy Pallett (TP)

### Secretariat

Stacey Alexander

### Guests

Rob Murray (RM) – Energy Utility Skills

## 1. Welcome & Introductions

JA welcomed the Board to the meeting. JA welcomed the members who couldn't attend the last meeting. CB introduced herself to the Board.

## 2. Apologies

Apologies received from Adam Greenwood, Sarah Bone, Mark Burley, Liz Hutchinson, James McIntosh and Mike Welsh.

## 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 of the previous meeting and matters arising

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

JA updated on progress relating to the E&SB supporting structure specifically the Careers, Education, Information, Advice & Guidance and Apprenticeship & Technical Education sub-groups.

Good progress has also been made with the Health & Wellbeing work. A more detailed update will be brought to the next Employment & Skills Board meeting.

GD updated on the first informal learning session which focussed on the Local Skills Report and supporting data dashboard. Feedback from those involved was positive.

#### 5. **Terms of Reference – amendment**

JA explained that, for consistency across all HEY LEP sub-boards, the wording around attendance has been amended. JA clarified that if a member fails to attend for three consecutive meetings the situation will be reviewed and discussed by JA and the relevant party. The Board was asked to approve the amendments made to the ToR.

**Decision: The Board agreed to the amendment.**

#### 6. **Green Jobs and Skills Analysis**

RM from Energy & Utility Skills introduced himself to the Board and presented an overview of his research on Green Jobs and Skills (full presentation attached at **appendix 1**).

One objective of the research was to provide a HEY LEP definition of “Green Jobs” to be agreed by the Employment & Skills Board. It was proposed that the definition include those that are “Direct Green Jobs” i.e. new or current roles that directly contribute to a low carbon economy or directly support environmental goals, such as mitigation against climate change risks **and** existing roles that require additional skills to repurpose them.

RM recommended the following seven key areas to focus on for “Green Skills”:

- Equality, diversity & inclusion of the workforce
- To develop and promote green career pathways
- To promote the need for employers to invest in their future talent pipeline
- To ensure the availability of a range of appropriate apprenticeship training in the HEY LEP area
- To focus on critical skills needed by employers and for specific occupations relating to direct green skills
- To ensure supply chain collaboration

- To clearly articulated demand from industry to education and training providers

CB welcomed the specific reference to equality, diversity and inclusion and highlighted how this becomes more challenging with sectors that are moving towards higher level skills as lower-level access points are reduced. CB also raised the issue of flexible apprenticeships and illustrated links with existing initiatives within the construction sector which could be drawn upon for the green skills agenda.

BHB highlighted the importance of understanding from employers what level the skills required are and in what format these can be delivered e.g. degree, short courses, work-based learning solutions. This qualitative insight will allow local providers to meet local demand.

BHB queried why the definition decision was important, the implications of its selection and what metrics were proposed to be used in conjunction for the board to monitor its impact. JA suggested that a further discussion take place following the publication of the full report and the Board take a decision at its next meeting.

IE raised the question of how to get the information contained within the wider report to schools and young people to inspire them to enter these careers. IE also asked about green skills in the maritime environment. RM to contact IE and offer support.

CH explained that one of the first areas of focus for the Employment & Skills Board's Careers, Education, Information Advice & Guidance working group is how to maximise local labour market intelligence to inform and inspire people of all ages to enter key employment sectors such as this. This group and the Careers Hub will use the information to support schools and providers in their careers services delivery.

SB queried whether agriculture and agri-tec should feature more strongly in the recommendations. RM explained that this was captured in the full report.

**Recommendations:**

- **Board members requested the opportunity to feed back independently on the proposed definition following review of the final report. This was agreed and any comments would be welcome by 24<sup>th</sup> January 2022.**
- **HEY LEP Executive Team to arrange an informal learning session reviewing the full report in detail.**

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

TC gave an overview on the HEY LEP Growth & Wellbeing Strategy.

The LEP received 36 responses to the consultation from a range of sectors and organisations including employers, three of the four Humber Local Authorities, education, health and the voluntary & community sectors.

The strategy adds value to existing strategies already written by partner organisations such as local authorities and other public bodies. The delivery of the strategy requires contributions from all LEP stakeholders and a delivery plan will be formulated to aid this and will be published in Spring 2022.

The LEP will be writing to all contributors to the consultation thanking them for their input. The final strategy will be published & launched in late January.

TC thanked all partners for their support with the process.

## 8. **Local Skills Report refresh, updated dashboard and Employment & Skills Strategy**

GD gave an update on the work in progress to refresh the Local Skills Report and the development of the Employment and Skills Strategy.

The previous Humber Local Skills Report was published in March 2021. The Department for Education requires that Local Skills Reports are refreshed on annual basis to enable provides to use them to inform local curriculum planning.

Where possible there is significant work to be done by the HEY LEP Executive team to disaggregate Humber content and create a HEY specific document however, for some data this will remain at wider regional level.

The Department for Education has requested the inclusion of COVID and Brexit impacts on the local labour market. The contents of Local Skills Reports are aggregated and used by the National Skills & Productivity Board.

Industry sectors are unlikely to change but more information about logistics and haulage, construction (retrofit), social care and net zero has been requested by the Department for Education.

Case studies are required to provide local content and good practice examples. Board members asked to supply any suitable examples to GD for use in the revised Local Skills Report.

The refreshed Local Skills Report will act as the evidence base for the new HEY LEP Employment & Skills Strategy which is currently under development.

IE asked whether sessions were being planned to communicate the Local Skills Report to providers and curriculum leads. GD confirmed that sessions would be arranged to do this.

**Recommendations:**

- **Board members are requested to submit suitable case studies by 19<sup>th</sup> January 2022 showcasing innovative ways in which employers and providers are working together resolve skills shortages to GD for inclusion in the Local Skills Report.**
- **That the HEY LEP Executive team arrange sessions with local education, training and skills providers to present the content of the Local Skills Report and dashboard.**

9. **Local Digital Skills Partnership (LDSP)**

TP gave a presentation on the Local Digital Skills Partnership (full presentation attached at **appendix 2**).

Although housed within the HEY LEP, The Local Digital Skills Partnership is a Humber-wide initiative.

In September 2021, the Humber LDSP was formally adopted by the Department for Culture, Media and Sport (DCMS) into its family of pilot partnerships in recognition of the work it has done independently over the past years.

A soft launch of the partnership in conjunction with the DCMS is being planned for early 2022.

The Board was reminded of the formal link to the LDSP via the LEP Governance framework and the important role it plays in contributing to the delivery of objectives set out in the Local Skills Report.

10. **Freeport**

CH explained that the HEY LEP Executive team is working with the Greater Lincolnshire LEP and the Freeport Steering Group on developing the skills section of the full business case. Detailed guidance is now available which specifies the information needed.

Proposals have been submitted to the Freeport Steering Group for the formation of a Skills Working Group which will support this work.

The HEY LEP Executive team has collated information and data on the local labour market and provided this to the Freeport Steering Group.

The full business case requires information relating to the skills demands of Freeport tenants however the nature of the planning process means that the identity of these organisations remains undisclosed. The HEY LEP Executive team has requested support from the Freeport Steering Group to obtain this information. The Freeport full business case needs to be submitted by 31 Jan 2022.

11. **Economic Recovery data**

CH gave a brief overview of a recently commissioned HEY LEP Economic Recovery report (full presentation attached at **appendix 3**) and suggested that a learning session be held for Board members giving them the opportunity to consider the report and its contents in greater depth.

**Recommendations:**

- **HEY LEP Executive Team to arrange an informal learning session on the Economic Recovery Report.**

12. **Horizon Scanning**

JA gave an update on the Horizon Scanning reports which will come regularly to this Board. JA explained that it will provide details of new or emerging policy, strategy, research or thought pieces relevant to the work of the Employment and Skills Board.

CH gave details of a piece of research on labour market information and its use to inform careers guidance of young people produced by the Institute for Employment Research at the University of Warwick with the support of the Gatsby Charitable Foundation. This will be shared with the Employment & Skills Board's Careers, Education, Information, Advice & Guidance working group to help inform their work.

### 13. **Forward Plan**

The Board identified the following subjects as being subjects for future meeting agendas:

- Update on the development of employer health and wellbeing resources
- Freeport
- Health & Social Care
- Performance Management
- Updated LSR & Employment & Skills Strategy
- LDSP Strategy and Action Plan

### 14. **AOB**

JA reminded Board members to send their profile pictures and biographies to SA or CH for publishing on the HEY LEP website. CH reminded Board members that this is a requirement of the LEP's Assurance Framework against which it is audited by government.

Board members were asked to submit requests to the HEY LEP Executive team for consideration of content for the informal learning sessions.

The University of Hull is consulting with partners on their draft Employability Strategy. CH requested the Board's permission to forward this to them and advised that feedback should be provided direct to John Harrison, Head of Student Futures at the University of Hull.

#### **Recommendations:**

- **All Board members to submit a biography and profile picture to SA or CH for inclusion on the HEY LEP website by 19<sup>th</sup> January 2022.**
- **HEY LEP Executive team to arrange an informal learning session on the Humber Local Digital Skills Partnership.**
- **CH to forward the University of Hull's draft Employability Strategy to Board members.**

15. **Date of next meeting:**

The next Employment and Skills Board meeting will be taking place on Monday, 21<sup>st</sup> February 2022 at 10am – 12 noon via Microsoft Teams.

Signed:

Jayne Adamson  
Chair

DRAFT