

## Hull & East Yorkshire Local Enterprise Partnership

### Employment and Skills Board

Draft Minutes of the Board meeting held on Monday 19<sup>th</sup> December 2022, 10.00 am – 12 noon via MS Teams

#### Attendance

##### Board Members

Jayne Adamson (JA) (Chair)  
 Michelle Peacock (MP)  
 Alex Codd (ACo)  
 Mark Burley (MB)  
 Sue Balthazaar (SB)  
 Hannah Crookes (HC)  
 Claire Watts (CW)  
 Liz Hutchinson (LH)  
 Becky Huxley-Binns (BH-B)  
 David Gent (DG)

##### Observers

Teresa Chalmers (TC)  
 Chris Howell (CH)

##### Guests

Kirsti Lord (KL), Bishop Burton College  
 Andrew Hewitt (AH), HEY LEP

##### Secretariat

Karen Philipson

1.	<b>Welcome &amp; Introductions</b>
	JA welcomed new Board member James Hardstaff (JH) representing BAE Systems and guest Kirsti Lord (KL) of Bishop Burton College for agenda item 7 to the meeting.
2.	<b>Apologies</b>
	Apologies had been received from Iain Elliott (IE), Andy Crossland (ACr); Richard Sellick (RS); Nikki Davies (ND); Pat Coyle (PC); Catherine Bishop (CB); Bill Meredith (BM); James McIntosh (JM).
3.	<b>Declarations of Interest</b>
	All members were asked to declare an interest in any arising items.
4.	<b>Minutes of the previous meeting and matters arising</b>
	All matters were covered in the agenda.
5.	<b>Hull &amp; East Yorkshire Skills Improvement Plan</b>
	HC presented Paper A which gave the board an update on the work of the Hull and Humber Chamber of Commerce and their progress with developing the Hull & East Yorkshire Skills Improvement Plan.

The Chamber of Commerce has submitted the LSIP Delivery Plan & Financial Plan both of which have been approved by the DfE.

The delivery plan is divided into three stages:

- Stage 1 – Employer skills needs – The LEP’s Employment & Skills team and Chamber of Commerce have just released a joint employer skills survey. This is currently live and Board members are asked to support its distribution. A member of Chamber staff is setting up 1:1 sessions with employers and workshops focussing on skills gaps between now and March 2023.
- Stage B – Translating employer demands – This stage will take place between January and May 2023 and will include setting local sectoral priorities and identifying what is needed to deliver the plan. This is aligned to colleges accountability agreements which must be finalised in May so sectoral priorities need to be in place by March.
- Stage C – Addressing learner demand and employer engagement – This stage addresses embedding employer engagement in skills system moving forward.

Once these stages are complete, the Chamber is required to write a report which must be submitted to Secretary of State by the end of May 2023.

A more comprehensive delivery plan is available to the version that has been shared but this continues to evolve in line with ongoing conversations with employers.

Sector priorities are not yet confirmed. Some initial priorities have been identified as a result of initial conversations with employers including soft skills. DfE priorities of digital and net zero will be included. Government guidance cites that LSIPs are not expected to cover all sectors but currently clarity is lacking around where and how other sectors not prioritised by the LSIP are picked up. HC committed to maintaining ongoing discussion with the HEY LEP.

The LSIP Board has met. The membership of the Board is being expanded with the University of Hull being invited along with representation from independent training providers. The Chamber of Commerce is attempting to secure more employer involvement.

The financial obligations and management of the LSIP lies with Chamber of Commerce. The LSIP Board does not have any direct financial decision-making responsibilities but can influence how money is spent.

The Chamber is open to discussion about how the LSIP links in with the work of the E&SB moving forward including utilising the existing HEY LEP governance structure and working groups.

KL queried whether FE colleges were represented on the LSIP Board. HC confirmed Hull College are representing FE.

	<p>CH noted that local skills priorities are set out in the current Local Skills Report and that the data set that informs this is currently being refreshed using Skills Advisory Panel funding. CH reminded the Board that these products set out the current key priorities for HEY which the Board still have a statutory responsibility to deliver.</p> <p>CH requested a joint conversation about sector priority discussions. HC agreed to this.</p> <p>TC commented that it is important for Board to remember that it still has statutory responsibilities and will have critical role to play as we move forward particularly in the context of devolution. The HEY LEP still has a key role to play and conversations must stay “live”.</p> <p>ACo offered to link HC with Hull City Council’s Employment Hub to support the conversations around soft skills and also with Hull Training and Adult Education to discuss Skills Bootcamp delivery and support for technical skills.</p> <p>JA reinforced the importance of continued conversations between the Chamber of Commerce and the HEY LEP Employment &amp; Skills team as the LSIP evolves being mindful of the scale of the work of the LEP and Employment &amp; Skills Board.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>CH and HC to continue dialogue around development of the LSIP, cooperation around governance, working groups and LSIP decision on local skills sector priorities.</b></li> <li>• <b>ACo to provide contact details for the Employment Hub and Bootcamps to HC.</b></li> </ul>
6.	<p><b>Humber Local Digital Skills Partnership</b></p> <p>CH gave apologies on behalf of Tracy Pallett and updated on the work of the Humber Local Digital Skills Partnership.</p> <p>CH gave the Board an overview of the Humber LDSP, its origins, aims and objectives, how digital skills underpin the Local Skills Report, the approach taken to date with regards to digital skills and jobs and also some of the research and context that supports its work on skills.</p> <p>CH reminded the Board of existing business support measure currently in place for Hull &amp; East Yorkshire including the Made Smarter programme and the Digital Capabilities Assessment Tool for SMEs. CH also showcased some of the work being done on digital careers which has been developed by LDSP members.</p> <p>The Humber LDSP has secured further funding from the Department for Culture Media and Sport ensuring a project lead is in place until September 2023.</p>

	<p>In addition, it has set some specific deliverables and KPIs which the partnership is required to deliver.</p> <p>Most notably, the Humber LDSP has been tasked with going beyond skills and piloting the evolution to a “Digital Partnership”. Only the Humber LDSP and West Yorkshire LDSP have been asked by the DCMS to pilot this approach.</p> <p>The concept of a “Digital Partnership” is to take a holistic approach to the development of the local digital and tech economy. The development of digital skills is still an important focus but the “Digital Partnership” will begin to address additional themes such as ideas and intellectual property, financing digital growth, infrastructure and business growth.</p> <p>To support this evolution, the DCMS requires the LDSP to develop a “Digital Framework”. The “framework” will effectively be a position statement which reflects the current digital and tech economy in Hull &amp; East Yorkshire which all stakeholders can refer to and use it to inform the further development of the sector. It will capture activity from all sectors including the digital, creative and tech sectors, public services and also identify social inclusion measures.</p> <p>This is a particularly important juncture for the region as recent research commissioned by the DCMS indicates that although the digital sector in Hull &amp; East Yorkshire is small compared to other areas both nationally and regionally, it is growing and in addition, is forecast to share in the predicted growth of over 42k jobs in the digital sector by 2025 in Yorkshire and the Humber. The development of the “Digital Framework” aims to capitalise on the opportunity to represent the HEY region directly to the DCMS and to galvanise all partners locally to benefit from this moving forward.</p> <p>A series of consultation events are being held early in 2023. The LEP are keen to ensure that all interested stakeholders are given the opportunity to contribute to the development of the framework.</p> <p>TC reinforced the significance of being selected to be a pilot for the north and how important it is for the area to capitalise upon the direct relationship with DCMS.</p> <p>Finally CH thanked BH-B who has recently stepped down from chairing the LDSP. Under BH-B’s leadership the Humber LDSP has developed at great speed and delivered some significant outcomes for the region. JA and the Board thanked BH-B and the University of Hull for their contributions and commitment to supporting the partnership.</p>
7.	<p><b>ONS reclassification of colleges</b></p> <p>CH introduced paper B which gave the background and context to the recent ONS reclassification of colleges into the public sector.</p>

KL gave further insight and explained the implications on FE colleges.

The government have allocated £150m for estates and £150m for energy efficiency which is welcome but is spread across 225 colleges and is not targeted at those most in need.

The commitment to smooth out the profile of payments across the year is welcomed removing financial pressures around February & March.

Financial borrowing may be helped by colleges being reclassified as potentially gives lenders more confidence. In addition colleges may now be able to carry over surpluses which is helpful to mitigate against rising costs elsewhere e.g. energy costs.

Renegotiation of financial loans is potentially problematic for colleges currently in the process of doing this due to lack of structure supporting this process.

Colleges are not allowed to reclaim VAT to make them more closely aligned to academies however colleges are more complex organisations and this would have been helpful.

There is no commitment to bring college pay in line with schools. This is a big issue for colleges as it causes problems recruiting and retaining skilled staff.

Some areas of uncertainty remain which include future permissions over borrowing. An additional layer of bureaucracy will be added to oversee capital investments. Future levels of capital investments to the FE sector are also uncertain and clarity on this would be welcome.

CH queried whether these changes allow colleges to be more competitive in terms of recruitment and retention of staff where there are disparities between the FE sector and industry.

KL explained that it is still difficult to attract skilled tutors into FE because of wage differentials.

TC suggested the E&SB champion a campaign in early 2023 encouraging people to consider a career in post-16 education and training either to train as a tutor or to consider some of the wider roles.

JA explained that the health and care sector was experiencing something similar and suggested an annual campaign focussing on various skills shortage sectors in the public sector.

ACo echoed that public sector recruitment is difficult but noted that having the workforce to train people to take up skills shortage vacancies are absolutely critical to solving the problem and that the Board should consider focussing on this area in the first instance.

	<p>KL mentioned the “Teach Last” campaign which targeted people in the late stages of their career who may be looking to share their skills sets with the future workforce. A similar approach may work in this context.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>CH and TC to develop an initial “Post-16 recruitment campaign / employer engagement in skills” proposal.</b></li> </ul>
8.	<p><b>UK Shared Prosperity Fund update</b></p> <p>AH updated the Board on the process around UK Shared Prosperity Fund (UKSPF). The UKSPF is a national government fund which replaces EU funding.</p> <p>Local authorities were required to submit investment plans to central government to outline how the fund is to be spent. Both East Riding Council and Hull City Council have submitted investment plans as required and both have been approved.</p> <p>Investment Partnership Boards have been set up by both local authorities to approve and inform the investment plans in terms of priorities. The two Boards work closely together to ensure that funding is utilised effectively across Hull and the East Riding.</p> <p>Hull City Council are operating a bidding process whereby partners can bid to deliver elements of the investment plan. The partnership board met recently to approve high scoring bids. Hull City Council intend to run further bidding rounds in the second and third years of the funding programme.</p> <p>East Riding of Yorkshire Council are currently working on their approach to delivering their investment plan.</p> <p>CW explained that for the East Riding all first year spend is either being delivered internally or commissioned. This is focussed largely on high street recovery, activity which has already been developed and planned with stakeholders. Future bidding rounds are planned to be opened e.g. for communities and place early in 2023. In terms of business elements, a “diagnostic” will be used to assess applications. In terms of people and skills, there will be a bidding round for projects that were delivering ESF projects in year 2 with further rounds in subsequent years.</p> <p>ACo explained that Hull City Council received 53 proposals which exceeded the amount of funding available. Investment plans were required to indicate key themes and many projects were focussed on employment and skills. Hull City Council expect to see community and place proposals to be progressed in year one with employment and skills related proposals being progressed in future years.</p>

9.	<p><b>The Career Aspirations working group update</b></p> <p>The Career Aspirations Group met most recently on 14th December. The group continues to plan the CPD event for employability professionals which will take place on 8th February 2023 which will focus on “professional services”.</p> <p>The group is engaging with colleagues in the NHS Integrated Care System around holding a similar event for the health and social care sector.</p> <p>The group are also considering an event on logistics and transport following a positive exploratory discussion with the Chartered Institute for Logistics and Transport.</p>
10.	<p><b>The Apprenticeship Technical Education Working Group</b></p> <p>The Apprenticeship &amp; Technical Education group has not met since the previous meeting of the Employment &amp; Skills Board. The next meeting is scheduled for 2<sup>nd</sup> February 2023.</p>
11.	<p><b>Talent Forum update</b></p> <p>The HEY LEP Talent Forum met for the first time on the 30th November.</p> <p>Discussions included the role and purpose of the group, its aims and objectives but focussed mainly on health and wellbeing in the workplace.</p> <p>Arrangements are being made for future meetings for 2023.</p> <p>The next agenda will focus on recruitment, retention, employee engagement and employment law considerations in a hybrid working environment.</p>
12.	<p><b>Employment &amp; Skills Manager’s update</b></p> <p>CH presented his report, updating on the work of the HEY LEP Employment &amp; Skills team since the last meeting of the Board.</p> <p>New developments included:</p> <ul style="list-style-type: none"> <li>• The Employment &amp; Skills Team is actively involved with the DfE’s Unit for Future Skills development work and is contributing to national consultation groups and helping to inform the development of the service and associated products.</li> <li>• The HEY LEP Employment &amp; Skills Team in conjunction with the HEY LEP’s Growth Hub is planning an event on apprenticeships as part of National Apprenticeship Week 2023. The event. “Apprenticeships for Beginners – A Mini Conference for SMEs” will take place from 8am to 1pm on Thursday 9<sup>th</sup> February (venue TBC).</li> <li>• The Employment &amp; Skills Manager is working with Employment &amp; Skills Board member Catherine Bishop (HEY LEP Board Equality and Diversity Champion)</li> </ul>

	<p>on developing an LEP approach to equality and diversity. Initial proposals will be taken to the LEP Board in the first instance and subsequently shared with the Employment &amp; Skills Board for input.</p> <ul style="list-style-type: none"> <li>The Employment &amp; Skills Team has recently contributed to curriculum planning sessions for both Hull College and East Riding College using the Local Skills Report and the associated data sets, and intelligence to augment the internal processes of these institutions. A similar session for Bishop Burton College is being planned for early in the New Year. The offer of support is open to all FE Colleges with a travel to learn pattern in Hull &amp; East Yorkshire plus all post-16 providers in Hull and East Yorkshire with a prime ESFA contract. For other independent training providers, the Employment &amp; Skills team will be sharing the updated LSR indicator sets and data through the Skills Network in 2023.</li> </ul>
13.	<p><b>Horizon Scanning</b></p> <p>CH updated on several publications which the board members will find of interest.</p> <p>CH also drew the Boards attention to a recent policy change around Traineeship funding. The Government has decided to integrate the Traineeship programme into 16-19 study programme and adult education provision from 1 August 2023. Integrating Traineeships into general provision means the Department for Education will no longer fund the delivery of Traineeships through a standalone national programme. All the elements of the Traineeship programme - English and maths, work experience, employability and occupational skills, and qualifications - will continue to be funded for 16-19 year olds as part of the national 16-19 study programme, and for adults through the adult education budget. This means that providers with access to funding can choose to continue to offer Traineeship programmes for young people who need support to get into work, apprenticeships or further learning. However, there are implications for providers who do not have their own 16-19 study programme allocations and the changes could result in loss of provision in Hull &amp; East Yorkshire.</p>
14.	<p><b>Forward Plan</b></p> <p>Members were asked to consider the current forward plan and suggest any further items for inclusion in next meetings:</p> <ul style="list-style-type: none"> <li>Good Work Phase 2 – Employer Charter prioritising health &amp; wellbeing and inclusive recruitment processes</li> <li>Health &amp; Social Care</li> <li>Army Cadets and Reserve Forces</li> </ul>



15.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• SB referred to the Good Work Phase 2 activity and requested that VCS organisations be central to the its development.</li> <li>• CH made the Board aware of a Cadet apprenticeship &amp; careers fair taking place on Saturday 11<sup>th</sup> February 2023 at Askham Bryan College. Further details available on the RFCA website. <a href="https://www.rfca-yorkshire.org.uk/news/fair/">https://www.rfca-yorkshire.org.uk/news/fair/</a></li> </ul>
16.	<b>Date and time of next meeting</b>  10am – 12 noon, Monday 27 <sup>th</sup> February at the University of Hull.
<b>Items for Information</b>	
	Glossary of Terms

**Date of next meeting:**

Monday 27<sup>th</sup> February, 10am – 12 noon at the University of Hull.

Signed:

Jayne Adamson  
 Chair