

# Hull & East Yorkshire Local Enterprise Partnership

## Employment and Skills Board

**Draft Minutes of the Board meeting held on Monday 26<sup>th</sup> June 2023, 10.00 am – 12 noon at Bishop Burton College**

### Attendance

#### Board Members

Jane Adamson (JA) (Chair)  
 Sue Balthazaar (SB)  
 Alex Codd (ACo)  
 Hannah Crookes (HC)  
 Liz Hutchinson (LH)  
 James Hardstaff (JH)  
 Pat Coyle (PC)  
 Bill Meredith (BM)  
 Suzanne Tose (ST)  
 Michelle Peacock (MP)  
 Richard Stockton (RS)  
 David Gent (DG)

#### Observers

None.

#### Guests

David Morris

#### Secretariat

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

1.	<b>Welcome &amp; Introductions</b>  JA welcomed Board Members and introduced Richard Stockton from the Department for Education.
2.	<b>Apologies</b>  Apologies had been received from Prof. Becky-Huxley-Binns (BH-B); Mark Burley (MB); Catherine Bishop (CB) James McIntosh (JM) Richard Sellick (RS) Claire Watts (CW); Andy Crossland (ACr); Laura Botham (LB); Iain Elliott (IE) and Nikki Davies (ND).
3.	<b>Declarations of Interest</b>  All members were asked to declare an interest in any arising items.  JA declared an interest in item 7, the Inclusive Careers project.
4.	<b>Minutes of the previous meeting and matters arising</b>  The minutes were agreed as a true and accurate record.

	CH updated the Board on discussions between the HEY LEP and the LSIP on taking forward previous discussions around tutor shortages in the FE sector which has also been raised via the LSIP.
5.	<p><b>Hull &amp; East Yorkshire Local Skills Improvement Plan (LSIP)</b></p> <p>HC updated the Board on recent LSIP developments.</p> <p>LSIP report was submitted on 31<sup>st</sup> May with final approval expected in late July. The Chamber received generic feedback from the DfE in mid-June. Only one amendment was required by the DfE which was to remove commentary on national policy because the focus has to be on local needs. No actions can be included relating to the DfE or national government.</p> <p>Funding runs to March 2025 but LSIP is a 3 year plan but funding up to 2025 has not been agreed yet.</p> <p>LSIP report cannot be published and it cannot be circulated widely as it has not yet been formally approved. HC confirmed that the current version can be shared with the HEY LEP E&amp;SB on the condition that it is not shared further.</p> <p>The Chamber intend to set up employer led sector specific focus groups and is discussing how best to integrate LSIP work with existing HEY LEP partnerships where appropriate.</p> <p>LSIP staff structure being reviewed and proposals will be discussed at the next LSIP Board.</p> <p>The Chamber is currently undertaking Stage 2 LSIP planning including funding application for resources to June 2025. Key Stage 2 activities include reviewing employer engagement, reviewing and articulating employer skills needs, working with providers on their provision, engaging skills stakeholders and data analysis. Approvals for Stage 2 plans are expected in early July and details will be shared when approved by DfE.</p> <p>AC observed overlaps and potential duplication for stakeholders and queried whether there were any arrangements that could be put in place to streamline this. HC explained that the DfE require all LSIPs to have a fully functioning Board hence the need for both. HC is however aware of an example nationally where an area has adopted the LEP's Employment &amp; Skills Board to undertake LSIP activity. AC also asked for timings to be considered and for the E&amp;SB and LSIP meetings to be evenly spaced to allow communications to flow effectively.</p> <p>TC queried how the HEY region should feed into national government policy if they have specified that this is not to be done via the LSIP. HC explained that the DfE have explained to LSIPs nationally that other routes will be established to allow this feedback. HC offered to feed back at the next E&amp;SB meeting.</p>

6.	<p><b>HEY Careers Hub performance report</b></p> <p>FH gave an update on the performance of the HEY Careers Hub.</p> <p>The HEY Careers Hub has now expanded to cover all 50 schools and colleges in the HEY LEP region. This includes mainstream schools, colleges, alternative provision and SEND institutions.</p> <p>37 out of the 50 schools are matched with an Enterprise Advisor and the Hub is supported a group of 10 Cornerstone Employers.</p> <p>The HEY Careers Hub continues to perform well however performance against KPIs has dropped recently as a result of additional schools being incorporated into the Hub, all of which are starting from baseline. This effect on performance was predicted and raised with the Board in the previous Careers Hub performance update.</p> <p>All Careers Hubs must produce an annual strategic plan. The CEC are changing the way this is done from 2023/24 and replacing the “7 coordinated actions” used previously with five key priorities. The HEY Careers Hub team is awaiting guidance from the CEC on the new requirements and will begin development of the strategic plan once this is received.</p> <p>Full details of Careers Hub activity, risk management and future priorities are detailed in “Paper A – HEY Careers Hub performance report”.</p> <p>PC asked whether there are any sectors not represented on the Careers Hub. FH acknowledged that logistics and professional services are not represented and the Hub is actively seeking</p>
7.	<p><b>Inclusive Careers project proposal</b></p> <p>JA declared an interest in this item.</p> <p>An opportunity had arisen to bid for some non-recurrent funding from the Humber and North Yorkshire Integrated Care Board to develop a series of pilots to attract people into working in health and social care. The total funding package was £300k for a two-year period.</p> <p>The project will focus on two cohorts; young people aged 16-18 and adults over 19 years to raise their understanding of the many roles in the health and social services sector. There are over 300 such opportunities and to date, many people do not recognise the service needs for such areas as estate management, administration, technical services etc.</p>

	<p>The focus will be on non-traditional entrants and pilot projects will focus on supporting people who experience barriers to their career aspirations for example those with learning difficulties, neurodiversity or socio-economic challenges. Operational details are still to be finalised and will be developed in partnership with stakeholders.</p> <p>The funding is primarily to employ staff resource to deliver a range of careers activities including work experience, career leader training and one to one support.</p> <p>The proposed structure included in the paper sets out the staffing model; it should be noted that the project lead is an uplift of an existing Enterprise Coordinator role, two of whom are already employed in the LEP, and this will be recruited via an open process for application. The further two roles will be paid for by the ICS funding. Whilst there is enough resource to employ a third role, an admin officer, this is not currently in progress; once the pilot is running this will be further considered.</p> <p>CH explained that the LEP is working with the ICB to ensure alignment and no duplication.</p> <p>Reports on project progress will be shared with the ICB and also the Employment &amp; Skills Board.</p> <p>The Board supported the proposed resourcing and structural model for the project and gave the Employment &amp; Skills team the mandate to take the project forward.</p>
8.	<p><b>Technical Education Changes</b></p> <p>BM updated the Board on recent changes to Technical Education.</p> <p>DfE guidance from April 2023 states that T-Levels and A-Levels are to be the post-16 qualifications of choice. Some Applied General Qualifications will be funded as Alternative Academic Qualifications following review and IfAE will oversee the introduction of Technical qualifications for 16-18 year olds and for adults.</p> <p>This will be done in phases with the final integrated approval process in place from 2025.</p> <p>Overlapping vocational and technical qualifications are to be defunded and timescales are such that a smooth transition is unlikely.</p> <p>Further details are included in the accompanying slides.</p>
9.	<p><b>Local Authority UKSPF update</b></p> <p>ACo updated the Board on Hull City Council's administration of its UKSPF allocation. Agreements are in place with the Humber Learning Consortium who are delivering a partnership bid for skills in Hull. Hull City Council is preparing the application process for future rounds which is expected to be in place in early autumn.</p>

	<p>ST updated on East Riding of Yorkshire Council's (ERYC) administration of its UKSPF allocation. A partnership approach has also been adopted with a focus on ensuring that successful outcomes delivered by ESF and CLLD funded projects continue where possible. ERYC are also planning to take a partnership approach for future rounds and anticipate their application process being in place in early autumn also.</p>
10.	<p><b>Apprenticeship Deep Dive Research</b></p> <p>David Morris from Little Lion Research presented the findings from their recent research into apprenticeships and what action can be taken to increase their take up.</p> <p>The research identified a series of issues including:</p> <ul style="list-style-type: none"> <li>• Lower female participation in HEY than regional and national levels</li> <li>• Lack of learner and employer knowledge about technical education</li> <li>• Disadvantaged learners are less well supported by the current learning environment</li> <li>• Apprenticeships in the region are focussed on intermediate level courses</li> <li>• Information gaps between learners, schools, training providers and employers</li> <li>• The funding available for apprenticeships and technical education is not fully understood by all local employers.</li> </ul> <p>The research also proposes a series of recommendations to address these issues.</p> <p>CH suggested that the E&amp;SB ask the Apprenticeship and Technical Education working group to take forward the proposed recommendations from the report. This was agreed by the Board.</p> <p><b>Action: CH to contact RS to arrange incorporating the findings and recommendations from the research into the Apprenticeship &amp; Technical Education</b></p>
11.	<p><b>HEY LEP Employment &amp; Skills Strategy</b></p> <p>CH gave the Board an overview of the recently completed HEY LEP Employment &amp; Skills Strategy.</p> <p>The document compliments the HEY LEP's Economic Growth and Workforce Wellbeing Strategy and runs concurrently from 2021 – 2026 and details how the HEY LEP in partnership with its stakeholders, aims to delivers the economic productivity objectives set out in Priority 3.</p>

	<p>It contains action plans setting out how the LEP will work with its stakeholders to improve outcomes in each of its priority Employment &amp; Skills areas and also contains logic flows for each, illustrating the context, reasoning, proposed action and anticipated outcomes.</p> <p>As a key strategic document for the Employment &amp; Skills Board it was agreed that this should be discussed in more detail at the next E&amp;SB in August.</p> <p><b>Action: CH to include on the agenda for the next meeting of the Employment &amp; Skills Board.</b></p>
12.	<p><b>Employment &amp; Skills Managers Report</b></p> <p>CH invited questions on the Employment &amp; Skills Managers report. None were received.</p>
13.	<p><b>Working group updates (by exception)</b></p> <p>Due to time constraints working group updates were by exception only.</p> <p>CH referred Board members to the details contained within the Employment &amp; Skills Managers report for updates on progress.</p>
14.	<p><b>Forward Plan</b></p> <p>Board members were invited to put forward items for future meetings. Any Board member wishing to do so should contact Chris Howell.</p>
15.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• CH reminded Board members that two additional items had been circulated with the minutes of the previous meeting:           <ul style="list-style-type: none"> <li>○ HC's presentation slides on the LSIP from the previous meeting and;</li> <li>○ The HEY LEP Finance Report for 23/24 as submitted to the HEY LEP Board held on 23<sup>rd</sup> March.</li> </ul> </li> </ul>
16.	<p><b>Date and time of next meeting</b></p> <p>The next meeting was confirmed as being Monday 14<sup>th</sup> August from 10am to 12noon via MS Teams.</p>

	Items for Information
	Glossary of Terms

**Date of next meeting:**

Monday 14<sup>th</sup> August from 10am to 12 noon.

Signed:

Jayne Adamson  
Chair