

## Hull & East Yorkshire Local Enterprise Partnership

### Employment and Skills Board

Draft Minutes of the Board meeting held on Monday 27<sup>th</sup> February 2023, 10.00 am – 12 noon at the University of Hull

#### 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)  
 Laura Botham (LB)  
 Iain Elliott (IA)  
 James McIntosh (JM)  
 James Hardstaff (JH)  
 Andy Crossland (AC)  
 Catherine Bishop (CB)  
 Pat Coyle (PC)  
 Bill Meredith (BM)  
 Richard Sellick (RS)

##### Observers

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

##### Guests

John Yarham (JY)

##### Secretariat

Karen Philipson

1.	<b>Welcome &amp; Introductions</b>  JA welcomed Board Members and introduced John Yarham, Deputy CEO of the Careers & Enterprise Company.
2.	<b>Apologies</b>  Apologies had been received from Nikki Davies (ND) and Richard Stockton (RS).
3.	<b>Declarations of Interest</b>  All members were asked to declare an interest in any arising items.

4.	<p><b>Minutes of the previous meeting and matters arising</b></p> <p>JH noted that he had attended the previous meeting but was not recorded on the minutes.</p> <p><b>ACTION:</b></p> <p><b>CH to include JH as an attendee on the previous meeting minutes.</b></p> <p>The minutes were agreed as a true and accurate record.</p>
5.	<p><b>Hull &amp; East Yorkshire Skills Improvement Plan</b></p> <p>HC gave a verbal update on the work of the Hull and Humber Chamber of Commerce and their progress with developing the Hull &amp; East Yorkshire Skills Improvement Plan.</p> <p>Sector priorities are not yet confirmed. Initial priorities have been identified resulting from discussions with employers including “soft skills”. DfE priorities of digital and net zero will be included.</p> <p>Between now and April the Chamber will be focussing their resources on completing the document to comply with the timescales set out by the DfE.</p>
6.	<p><b>HEY Careers Hub Termly Performance Report</b></p> <p>FH presented the first HEY Careers Hub performance report since the Board agreed to take on the strategic oversight of the Hub.</p> <p>The report including the progress relating to bringing all schools into the Careers Hub, this was noted as positive and well underway predicting all schools to be engaged by Easter.</p> <p>Employer engagement was seen as positive and reflective of the regional priority sectors but it was acknowledged that with more schools joining the Hub, there would be an need to increase the amount of employers engaged with the work.</p> <p>Compass data was shared and on the whole reflected a picture of the Hub performing at or slightly above national average, the area highlighted as needing the biggest improvement was around work experience. There was a short discussion around the continual asks of employers for work placements/experiences but it was agreed as something the Board would like to monitor.</p> <p>The Board were happy with progress made and their role in overseeing the work of the Hub. MP noted that she felt the arrangements worked well and that in her role there is opportunity to draw on opportunities for collaboration. The next progress report will be shared at the June Board meeting.</p>

	<p>The report is the first of a series of ongoing progress reports that will be presented to the Employment &amp; Skills Board on a termly basis.</p>
7.	<p><b>Careers and Enterprise Company – national update</b></p> <p>The Board was joined by John Yarham, Deputy CEO of the Careers and Enterprise Company who gave an overview of Careers and Enterprise Company’s national work.</p>
8.	<p><b>National Careers Service Quarterly Report</b></p> <p>MP presented the National Careers Service data for the HEY LEP region collected from October – December 2022.</p> <p>Across Hull &amp; East Yorkshire, the service supports significantly more Hull residents than East Riding.</p> <p>Priority groups for the HEY region are:</p> <ul style="list-style-type: none"> <li>• Low skilled adults without a Level 3 qualification</li> <li>• Adults who have been unemployed for more than 12 months</li> <li>• 18-24 year olds not in education, employment or training (NEET)</li> <li>• Single parents with at least one dependent child living in the same household</li> <li>• Adults with special educational needs and/or disabilities</li> <li>• Adults aged 50 years and over who are unemployed or at demonstrable risk of unemployment</li> </ul>
9.	<p><b>Creating a healthy workforce</b></p> <p>DG presented Paper C – Creating a healthy workforce through a partnership approach and illustrated the importance of health and wellbeing and the negative impact on the economy as a result of these declining.</p> <p>The Board was asked to reconfirm its commitment to supporting the development of a healthy workforce as outlined in the HEY LEP Economic Growth and Workforce Wellbeing Strategy and to establish a task group to report to the June meeting of the E&amp;SB to advance the strategic aims of the HEY LEP strategy.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board agreed that good health &amp; wellbeing remains essential to achieving the aims and objectives of the HEY LEP Economic Growth and Workforce Wellbeing Strategy. DG to continue to explore the development of a task group to support the E&amp;SB.</b></li> </ul>

10.	<p><b>Workforce Development Business Advisor Annual Report</b></p> <p>CS presented the HEY LEP's Annual Workforce Development Business Advisor Report summarising cumulative intelligence gathered by the HEY LEP on the workforce development requirements of local employers from January 2022 to December 2022.</p> <p>The key points and considerations for the E&amp;SB were:</p> <ul style="list-style-type: none"> <li>• The continued significant contributions to supporting local business through the European Funded Skills Support for the Workforce programme, the funding for which will cease in 2023.</li> <li>• The current lack of interest amongst employers in offering T-Level placement opportunities. More work needs to be done to make employers aware of T-Levels and their advantages, particularly relating to how the qualification aligns to their skills needs and the access points for their workforce.</li> <li>• Intelligence gathered from the report identifies significant demand for apprenticeships from local employers. For this annual reporting period, on average, each employer engagement has yielded a request for two apprenticeships.</li> </ul>
11.	<p><b>DWP In-Work progression</b></p> <p>LH gave an update on the DWPs in-work progression. Under this scheme, low-paid claimants may be expected to look for further opportunities to progress in work.</p>
12.	<p><b>Career Aspirations working group update</b></p> <p>AC updated on the work of the Career Aspirations group. The main area of focus for the group is delivering CPD sessions for employability professionals and careers advisors. The next event is planned for Tuesday 25<sup>th</sup> April and will focus on health and social care careers and workforce opportunities.</p>
13.	<p><b>Apprenticeship &amp; Technical Education working group update</b></p> <p>RS and IE updated the Board on the previous meeting of the Apprenticeship &amp; Technical Education working group.</p> <p>Items covered at the meeting included:</p> <ul style="list-style-type: none"> <li>• Providing input into the HEY LEP Apprenticeship report</li> <li>• Updates from partners on other apprenticeship and technical education related activity</li> <li>• An update on Log On Move On and the ERYC SEND strategy group.</li> </ul>

14.	<p><b>Talent Forum update</b></p> <p>The next meeting of the Talent Forum is scheduled for 18<sup>th</sup> April. Colleagues from Rollits will be leading a session on successful hybrid working and some of the employment law implications associated with this increasingly popular working practice.</p>
15.	<p><b>Employment &amp; Skills Manager's update</b></p> <p>CH updated the Board on progress made by the Employment &amp; Skills team since the last meeting.</p> <p>Key points made to the Board included:</p> <ul style="list-style-type: none"> <li>• Recent Skills Network event at Bishop Burton College</li> <li>• Ongoing Local Digital Skills Partnership work with a focus on the development of a Digital Framework for the HEY region</li> <li>• An update on Skills Advisory Panel funded commissioned work, some of which will be shared with the Board at the next meeting.</li> </ul>
16.	<p><b>Horizon scanning</b></p> <p>CH gave an overview of new and emerging policy, strategy, research and thought pieces relating to the work of the Employment &amp; Skills Board. Items included research from the CIPD on Inclusion at Work, The Skidmore Report and communications from independent advisors to the DfE and Ministers on issues relating to careers and also on changes to the funding and delivery of Traineeships.</p>
17.	<p><b>Forward Plan</b></p> <p>Board members were asked for suggestions for future meeting agenda items in addition to those currently on the forward plan which include:</p> <ul style="list-style-type: none"> <li>• UKSPF updates</li> <li>• Health &amp; Social Care</li> <li>• Social Inclusion</li> <li>• HEY Careers Hub Planning</li> </ul>
18.	<p><b>Any other business</b></p> <p>No items of AOB were raised.</p>

19.	<b>Date and time of next meeting</b>  The next meeting was confirmed as being Monday 24 <sup>th</sup> April from 10am to 12noon via Microsoft Teams.
	<b>Items for Information</b>
	Glossary of Terms

**Date of next meeting:**

Monday 24<sup>th</sup> April, 10am – 12 noon via Microsoft Teams

Signed:

Jayne Adamson  
Chair