

Hull & East Yorkshire Local Enterprise Partnership

Employment and Skills Board - Paper D Appendix 1

Draft Minutes of the Board meeting held on Monday 14^h August 2023, 9.30 am – 12 noon via Microsoft Teams.

Attendance

Board Members

Jane Adamson (JA) (Chair)
 Alex Codd (ACo)
 Hannah Crookes (HC)
 Pat Coyle (PC)
 Bill Meredith (BM)
 Michelle Peacock (MP)
 David Gent (DG)
 Claire Watts (CW)
 Andy Crossland (ACr)
 Mark Burley (MB)
 Iain Elliott (IE)

Observers

None.

Guests

None.

Secretariat

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

1.	Welcome & Introductions JA welcomed Board Members.
2.	Apologies Apologies had been received from Prof. Becky-Huxley-Binns (BH-B); Catherine Bishop (CB) James McIntosh (JM) Richard Sellick (RS); Laura Botham (LB); Nikki Davies (ND); Sue Balthazaar (SB); Liz Hutchinson (LH); Richard Stockton (RS); James Hardstaff (JH) and Sarah Bone (SB).
3.	Declarations of Interest All members were asked to declare an interest in any arising items.
4.	Minutes of the previous meeting and matters arising The minutes were agreed as a true and accurate record.
5.	HEY LEP Employment & Skills Strategy As agreed at the previous E&SB, further consideration is to be given to the individual priorities of the HEY LEP Employment & Skills Strategy.

CH reminded the Board of the background and context to the document and explained that at this and future Board meetings, time would be set aside for free thinking and discussion around each of the priorities.

Because the Board has recently received updates on careers and the work of the HEY Careers Hub, the priority of “Retaining and Attracting Young People” was selected for the first exercise.

IE queried data around population growth. CH offered to look at population growth using Area Based Review Data as a reference point.

FH gave an overview of some of the priority actions of the HEY Careers Hub which include upskilling careers leaders within institutions, supporting disadvantaged cohorts of learners, upskilling parents and their knowledge of LMI to help them better support their children and career decisions, labour market intelligence improvements and ensuring teachers and career leaders in schools have access to it, promoting technical education and apprenticeships, working with the Humber Outreach Programme to support progression to higher education, work with Cornerstone Employers to increase employer involvement, increasing the number of work experience opportunities including the use of virtual opportunities, teacher encounters, CPD for careers advisors. The HEY Careers Hub has also been asked to contribute towards a national pilot working with employers in the renewables sector to develop “green” work experience opportunities.

AC gave details of the work of HLC which works with 16–29-year-old disadvantaged young people and young people who are NEET. The Springboard project supports young people in Hull and East Riding into employment and has worked with over 5k young people over its lifetime. Skills Passports have been developed and reference is made within the LSIP to these. The HEY LEP Career Aspirations Group will be picking these up again at their next meeting. HLC have been developing occupational specific provision utilising UKSPF. HLC operate a key worker model which is credited with much of the success of this type of work and has been recognised as best practice nationally. ACr also recommended referring to the Youth Futures Toolkit as a source of evaluative evidence and also areas on which to focus.

MP updated the Board on the work of the National Careers Service. MP explained that the NCS work very much in partnership with all stakeholders. NCS supports anyone from the age of 13 upwards and information is available to parents and teachers also. The NCS operates a free phone number service open to anyone. NCS works closely with the DWP and provide their services to DWP clients. Through partnership working with DWP the NCS supports 18- and 19-year-old young people. NCS access local colleges and training providers also and provide their services in those settings.

PC gave the perspective of an employer in the legal services sector. At present, trainee / graduate recruitment is healthy and there is a significant pool of candidates. It is more difficult to recruit experienced staff and business support staff. Traditional functions

	<p>such as secretarial and PA roles are not as prevalent as business support functions evolve. The landscape is changing significantly so one of the biggest challenges is ensuring that communities are made aware of this and what the emerging opportunities are.</p> <p>MB explained the dynamics in the construction industry which due to it being made up largely by SME / sole trader / self-employed entities makes it difficult to provide placement opportunities, engage with colleges and training providers and career promotion work.</p> <p>HC explained how careers advice and guidance features in the LSIP which is informed by employers' perceptions that CEIAG is focussed on what young people are good at rather than how to they can capitalise on their talents in order to progress towards their career aspirations. The LSIP acknowledges that careers advice and guidance is all-age and not limited to young people and delivery in schools. HC reaffirmed the ongoing partnership work and need to collaborate through the HEY LEPs working groups.</p> <p>BM alluded to the Institute for Apprenticeships occupational maps which gives details of occupational standards all of which are central to the development of apprenticeships and Higher Technical Qualifications. This is a good source of information however potentially presents a risk in that some qualifications are not yet available and have been in development for some time. Their absence from the occupational map suggests that there is not a full progression route to certain occupations which may make some sectors less attractive.</p> <p>ACTION: CH to source population demographic data, specifically young people population growth up to post-16.</p>
6.	<p>Local Skills Improvement Fund (LSIF) update (and SDF)</p> <p>BM updated the Board on recent developments in the Local Skills Improvement Fund. The LSIF is aligned to the LSIP and comprises £2.5m of both capital and revenue funding to be spent within the next 2 years. All revenue must be spent in year one.</p> <p>It builds upon the Strategi Development Fund and helps local providers develop new equipment, facilities, courses and upskill teaching staff.</p> <p>Two main projects have been identified:</p> <ul style="list-style-type: none"> • Technical skills – across all LSIP priority sectors • Digital transformation – including artificial intelligence and virtual reality and metaverse <p>Stage 1 mobilisation funding has been approved. Partners have now moved on to Stage 2 and are developing the projects in more detail.</p>

	<p>Partners include all HEY FE Colleges, 6th Form Colleges and independent providers HETA and CATCH.</p> <p>Partners will be informed of the outcome of the Stage 2 submission in late October.</p> <p>MP queried the age range of beneficiaries. BM confirmed that beneficiaries of LSIF are all ages. MP offered support from the NCS to help with any aspects of upskilling and reskilling within the workforce and any aspect of the LSIP relating to careers.</p>
7.	<p>Local Authority UKSPF update</p> <p>ACo updated on Hull's UKSPF which is fully committed. The partnership Board is monitoring spend profiles and outcomes. Year 3 application process is being developed. Year 3 brings increased funding amounts and also opportunities for employment and skills projects. Government have confirmed that reprofiling across years is not permitted resulting in funding pressures for some projects which may bridge years 2 and 3. The application process for the final year will start in October. ACo offered to provide a more detailed overview at the next Employment & Skills Board.</p> <p>CW confirmed that East Riding has also explored reprofiling across years and are investigated alternative funding routes to sustain projects which bridge years 2 and 3. All funding for year 2 has been allocated.</p> <p>TC declared an interest and explained that the LEP's Employment & Skills Team, specifically TC and CH have been supporting Hull City Council with their UKSPF planning. This is noted for the meeting records.</p>
8.	<p>HEY Local Skills Improvement Plan</p> <p>HC confirmed that the HEY LSIP has now been officially approved and signed off by the Department for Education.</p> <p>HC will be scheduling meetings with LSIP stakeholders to discuss delivery.</p> <p>Sector specific sub-groups are to be created and discussions are being held with the LEP about how these can feed into existing LEP partnerships.</p> <p>The formal launch for the LSIP is scheduled for Friday 20th October. Invitations will be sent in due course.</p> <p>The LSIP team is evolving. HC will continue to be involved but a new Project Manager is being recruited who will take on most of the front facing work.</p> <p>Resources around employer engagement and programme support is being increased. HC will be discussing with CH future LSIP representation on the Employment & Skills Board.</p>

	<p>CH asked what resources within the LSIP are dedicated to partnership working and the wider employment & skills system improvements. HC confirmed that responsibility for this will be distributed across the LSIP team.</p> <p>ACTION: HC to forward the approved LSIP document to CH for distribution to the E&SB.</p>
9.	Comfort Break
10.	<p>Green Jobs and Skills Analysis</p> <p>CH updated the Board on the recently updated HEY LEP Green Jobs and Skills Analysis Report.</p> <p>The report builds upon the version previously published in January 2022 and was commissioned on behalf of the HEY Strategic Development Fund partners to help inform local curriculum development and provide high quality labour market intelligence for stakeholders.</p> <p>CW commented that demand for skills in ecology and biodiversity from local authorities and the construction industry is increasing, driven by the Environment Act and Biodiversity Duty.</p>
11.	<p>Employment & Skills Managers Report</p> <p>CH gave further details on the partnership projects the Employment & Skills Team are currently working on including:</p> <ul style="list-style-type: none"> • A joint proposal with the CIPD to national government seeking resources which would enable CIPD accredited HR professionals to support local SMEs with employee health and wellbeing free of charge in conjunction with the HEY Growth Hub • Progress with the Inclusive Careers project including alterations to the HEY Careers Hub team structure and the commencement of project staff.
12.	<p>Career Aspirations group update</p> <p>ACr explained that at the next CAG group meeting in September conversations will be had about the ToR of the group and how this needs to evolve to support the work of the LSIP. The group will also be revisiting the Employability Skills Passport.</p> <p>Three CPD events have been held over the past year covering professional services, health & social care and transport & logistics all of which have been well attended and generated positive feedback.</p>

	<p>Future events are being planned for the manufacturing, digital and renewable energies sectors.</p>
13.	<p>Apprenticeship & Technical Education group update</p> <p>The group is working on an implementation plan which will incorporate recommendations from the recently completed apprenticeship research and include existing actions and activity.</p> <p>The Institute for Apprenticeships & Technical Education attended the last meeting to showcase their developing occupational map. This is still under development and needs further work particularly around higher-level qualifications.</p> <p>ACo raised the issue of industry approaches to training and development and the examples in reservations of employers to invest in their workforce due to movement across organisations. ACo suggested it would be helpful to understand whether this is an issue in all local employers as it may impact on progression to higher level skills.</p> <p>CW noted that some sectors such as health are beginning to utilise apprenticeships effectively in this way and suggested that this presents a good case study and an opportunity to promote the benefits of investing in the workforce.</p> <p>ACTION: CH to speak to ACo to discuss further.</p>
14.	<p>Talent Forum update</p> <p>GD gave a brief update on the Talent Forum. JA and CH to speak to ND about the future agenda.</p>
15.	<p>Skills Network</p> <p>DG updated on the previous event which covered digital skills and young people into employment.</p> <p>The next event is scheduled for 3rd October and will be held at the Aura Innovation Centre.</p>
16.	<p>Horizon Scanning</p> <p>CH briefed the Board on the Horizon Scanning paper, giving additional context and explaining the relevance of the contents and how they relate to Board aims, objectives and outcomes.</p>
17.	<p>Forward Plan</p> <p>Forward plan items were noted, and Board members were asked to make suggestions for future items.</p>

18.	<p>Any other business</p> <ul style="list-style-type: none"> • TC updated the Board on early plans for a conference to be held in autumn 2023 in partnership with the CIPD which will support recruitment diversity, engaging HR professionals and employers to consider the wider talent pool. • TC updated the Board on LEP funding. The LEP has received correspondence from central government confirming that no further core funding will be available for LEPs beyond the 2022/23 financial year. The LEP Executive Team has been working closely with the local authorities developing the concept of a “Skills Hub” which would see the continuation of some of the LEPs employment and skills functions continue. Other aspects of the LEPs functions and their continuation are also being discussed. Further details are expected to be available at the next Employment & Skills Board meeting. • Mornings were the preferred time for webinars and learning sessions for most Board members. CH to organise avoiding Mondays. PC offered Rollits meeting facilities for any in person sessions and workshops. • TC gave an update on the Humber Energy Skills Campus. Conversations around skills at the Humber Energy Board indicate that revisiting the Skills Campus and considering how this might add value to its work may be of interest. • ACr updated the Board on recent HLC funding successes. HLC are one of 55 providers nationally that have been successful in securing an Adult Education Budget allocation. <p>ACTION: CH to organise learning sessions for Board members.</p>
19.	<p>Date and time of next meeting</p> <p>The next meeting will take place on Monday 23rd October from 9:30am until 12 noon. Venue to be confirmed.</p> <p>PC gave apologies for the next meeting.</p>

Items for Information	
	Glossary of Terms

Date of next meeting:

Monday 23rd October from 9:30 am to 12 noon.

Signed:

Jayne Adamson
Chair