

## Hull & East Yorkshire Local Enterprise Partnership

### Employment and Skills Board: Paper D Appendix 1

Draft Minutes of the Board meeting held on Monday 23<sup>rd</sup> October 2023, 9.30 am – 12 at BAE Systems, Saltgrounds Road, Brough and via Teams.

#### Attendance

##### Board Members

Jane Adamson (JA) (Chair)  
 James Hardstaff (JH)  
 James McIntosh (JM)  
 Liz Hutchinson (LH)  
 Sharon Gamble (SG)  
 Rod Chambers (RC)  
 Pat Coyle (PC)  
 Bill Meredith (BM)  
 Michelle Peacock (MP)  
 David Gent (DG)  
 Anna Bennett (AB)  
 Andy Crossland (ACr)  
 Mark Burley (MB)  
 Iain Elliott (IE)  
 Catherine Bishop (CB)  
 Paul Johnson (PJ)  
 Richard Sellick (RSe)  
 Sue Balthazaar (SBa)  
 Becki Hamnett (BH)

##### Observers

None.

##### Guests

Laura Sherlock, LLEP (LS)  
 Nathan Turner, HCC (NT)

##### Secretariat

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

1.	<p><b>Welcome &amp; Introductions</b></p> <p>JA welcomed Board Members.</p> <p>TC paid tribute to Mark Jones , Director of Regeneration at Hull City Council. The Board expressed its condolences, recognising Mark’s significant commitment to Hull and the wider region.</p>
2.	<p><b>Apologies</b></p> <p>Apologies had been received from Prof. Becky-Huxley-Binns (BH-B); Claire Watts (CW); Alex Codd (ACo); Laura Botham (LB); Nikki Davies (ND); Richard Stockton (RSt); Sarah Bone (SBo) and Hannah Crookes (HC).</p>

3.	<p><b>Declarations of Interest</b></p> <p>All members were asked to declare an interest in any arising items.</p> <ul style="list-style-type: none"> <li>• ACr and CB declared an interest on agenda item 8 and discussions relating to UKSPF.</li> <li>• JA declared an interest on agenda item 14, specifically details relating to the Inclusive Careers project.</li> </ul>
4.	<p><b>Minutes of the previous meeting and matters arising</b></p> <p>The minutes were agreed as a true and accurate record.</p> <p>All actions complete with the exception of CH speaking to ACo re. industry approaches to training and development. <b>CH to action post-meeting.</b></p>
5.	<p><b>HEY LEP Employment &amp; Skills Strategy – upskilling and reskilling the workforce</b></p> <p>CH introduced the second board “deep dive” session, the subject of which was the “Upskilling and Reskilling the Workforce” priority.</p> <p>MP updated the board on National Careers Service provision which included an online tool to help people map and understand their transferable skills. The skills assessment on the national website is publicly available and is accessible for anyone. The assessment then offers some suggestions as to which careers might be suitable and further links to all occupations that may be of interest.</p> <p>ACr explained that community-based careers advisors use the NCS services described. This was echoed by SB.</p> <p>LH explained how JCP works closely with NCS for the benefit of their clients.</p> <p>SG and AB explained that NCS services are used by their career advisers working with those clients who are looking to access Adult Education Budget funded provision.</p> <p>JM discussed the importance of having a service like this, one that is impartial and is able to provide advice and guidance to people wanting to gain employment in alternative sectors, recognising that some employers are not able to provide all of the information required.</p> <p>RSe suggested that there is scope for employers to come together to collectively market the careers and opportunities available so that people have a greater awareness and are then better placed to seek advice and guidance on their transferable skills. A product which showcases the skills gaps and shortages within local employers made publicly available would be a helpful starting point.</p>

	<p>GD agreed that a product like this would also help Bootcamp planning.</p> <p>RC suggested that LSIP Focus Groups could play a role in this.</p> <p>IE questioned how well the NCS service is signposted. The service is good but would benefit from greater publicity and promotion.</p> <p>SG raised the issue of the rapidly changing business support environment and how effectively this is being communicated to businesses and individuals alike.</p> <p>RSe suggested a network of sector bodies meeting regularly would be the best approach, allowing collection of local employer job and training needs to be collated and fed into local providers allowing them to respond. The LEP Talent Forum of HR senior representatives has previously provided this evidence, and this aspect can be revisited at the next meeting – <b>action CH</b>.</p> <p>CH noted the requirement to promote the information to members of the public.</p> <p>ACr referred to Sector Skills Brokerages previously run by the LSC which fulfilled this role and suggested that this type of model could be revisited (whilst noting that under the LSC these brokerages were well resourced).</p> <p>JM commented on the responsibility of employers to engage effectively with providers, careers advisers and employment services to promote their opportunities.</p> <p>SG suggested that local communities are best placed to raise the profile of career services but this must be done systematically and that a delivery budget is required. The budget could be a strategic budget which all stakeholders could contribute to.</p> <p>IE suggested promoting via the Chamber of Commerce database and supported via the LSIP. <b>Action – RC/CH</b></p> <p>CB reinforced SG’s comments about the need for a budget and observed the recent discussions with DLUCH which have resulted in support for capital investments but no revenue support for initiatives such as this. <b>Action – to be further discussed at this Board via a proposal – CH/TC</b></p>
6.	<p><b>Strategic Skills Hub</b></p> <p>TC introduced the Strategic Skills Hub paper which has recently been discussed at the HEY LEP Board.</p> <p>The paper sets out the rationale for the Strategic Skills Hub which will form part of the forerunner of the Mayoral Combined Authority and will report to the existing Hull and East Riding Unitary Leaders Board.</p>

	<p>There is need for an initiative of this kind to set up a central hub through which the region and the Combined Authority collaborate regarding employment and skills activity. The Hub will provide the focus for working with local and national government and local stakeholders and will continue the work of the HEY LEP Employment &amp; Skills team. It will also include the HEY Careers Hub to continue to bring all relevant services under one area at a strategic level.</p> <p>Both HEY local authority cabinets have approved the proposals and will contribute core funding of £250k. Other programme funding will come under the Hub, such as the Careers Hub and grant funding for specific activities such as the ICB programme.</p> <p>The HEY LEP will close on 31<sup>st</sup> March 2024 and a new board will be created to support the ongoing employment and skills work. HCC have suggested a draft structure of the Unitary Leaders board which is detailed at appendix B of Paper A.</p> <p>Details have been shared with the DfE and the CEC. Promotion of the Hub and its role will take place early in the new year.</p> <p>The close working partnership with the Hull and Humber Chamber of Commerce will continue.</p> <p>CB expressed her support for the Skills Hub, its future integration and the supporting working group but requested stronger representation from the VCS community in the overall governance structure proposed.</p> <p>SG echoed CB’s point and noted that the proposed three supporting boards under the Unitary Leaders Board do not accurately reflect the requirements of the Combined Authority and the statutory responsibilities that it will inherit. SG suggested that the staffing model for the Skills Hub would not be sufficient in the mid-term to ensure that the capacity for preparation and management of the AEB would be in place. Board members agreed and suggested further conversations with both LAs take place.</p> <p>TC agreed with SG’s and board members observations and noted that further discussions are needed to ensure that adequate resources, are available to support the future work of the Skills Hub in regard of AEB arrangements. The DfE have clear AEB policy drivers that will need addressing to ensure the forerunner of the MCA meets the required standards. Other comments in regard of the Unitary Leaders governance structure proposed by HCC are noted. <b>Action – TC to discuss further with the LEP Board and both LAs.</b></p>
<p>7.</p>	<p><b>Local Skills Improvement Plan (LSIP)</b></p> <p>RC updated the Board on the work of the HEY LSIP.</p> <p>The Chamber will be setting up sector focus groups to support the delivery of the LSIP priorities and will be working closely with the HEY LEP team to ensure duplication is minimised.</p>

	<p>The Chamber held the LSIP launch event on Friday 20<sup>th</sup> October which was well attended. Feedback from the event included the need for greater knowledge exchange between employment and skills stakeholders, improved flow of information between training providers and employers are keen to support the employability skills work. Good practice examples included a local 6<sup>th</sup> Form College that is creating a new “industry board”.</p> <p>The LSIP and HEY LEP employment and skills teams will work closely together to ensure that good practice is continued and further developed whilst ensuring any duplication is minimised.</p>
8.	<p><b>Local Authority UKSPF update</b></p> <p>NT updated on Hull City Council’s UKSPF programme activity. In Hull, the first 2 years of funding were focussed on supporting organisations at risk of failure through withdrawal of EU funding. The deadline for applications for the third and final year 2024/25 for the people and skills element has now passed.</p> <p>Hull’s programme focuses on four themes which have been agreed through consultation which are:</p> <ul style="list-style-type: none"> <li>• Partnership provision to support people back into employment</li> <li>• Volunteering and access to employment</li> <li>• Targeted support and specialist provision</li> <li>• Skills Support for the Workforce</li> </ul> <p>The £2.7m funding is divided across the themes. Notional allocations have been assigned to each theme, but these allocations are flexible.</p> <p>Applications received for the 2024/25 round will be assessed during October and recommendations made to the UKSP Partnership Board on 29<sup>th</sup> November with decisions being conveyed to applications by Christmas / early January allowing time for applicants to prepare for delivery ahead of 1<sup>st</sup> April 2024.</p> <p>RSe queried whether both local authorities had match funded against skills support aspects. NT confirmed that there was no match funding from Hull City Council and that match funding is not being taken into account when assessing applications although it is being recorded for the purpose of feeding back to government.</p> <p>ACr and CB declared interests in this agenda item.</p> <p>AB gave a brief overview of East Riding of Yorkshire Council’s workforce development offer and their partnership with the Humber Learning Consortium. The LA continues to offer Multiply provision.</p>

	<p>ACr offered to support convening a quarterly meeting of UKSPF projects to help with referrals and cooperation across all projects including Adult Education Budget providers and other employability projects. Previously a regular meeting of all ESF providers had taken place and this was much appreciated by partners. NT thanked ACr for his offer.</p>
9.	<p><b>COMFORT BREAK</b></p>
10.	<p><b>HEY Careers Hub performance report and planning</b></p> <p>FH introduced the HEY Careers Hub performance report and updated the Board on progress.</p> <p>The HEY Careers Hub is now engaging with all schools in Hull and East Yorkshire.</p> <p>Some performance indicators have dipped slightly as expected due to bringing in new schools and this was anticipated as these schools have not been receiving Careers Hub support to date so have further to travel in terms of working towards the Gatsby Benchmarks. Building good relationships with these new schools will be key to good outcomes and in the vast majority of cases, this is well underway. Careers Hub staff levels have increased to provide cover to support all schools.</p> <p>Activity during this period included:</p> <ul style="list-style-type: none"> <li>• Monthly careers clinics (informal virtual drop-in sessions for Careers Leaders)</li> <li>• Meetings of the Student Voice group</li> <li>• Further Education Community of Practice meetings in collaboration with the Humber Outreach Programme</li> <li>• Career Aspiration Group logistics CPD event</li> <li>• The Cornerstone Employers group met monthly</li> <li>• Careers Hub Summer Conference</li> <li>• Routine Enterprise Adviser induction sessions</li> <li>• 3 'Very Important Parents' Events which were well attended and received good feedback</li> <li>• Staff CPD sessions related to the Parent Engagement Project</li> <li>• Over 60 meetings with Enterprise Coordinators and Careers Leaders</li> </ul> <p>The Careers &amp; Enterprise agenda for 2023/24 is focussed on the following five priorities:</p>

1. Continuing to drive the improvement in careers education, information and guidance
2. Driving more high-quality employer experiences with both students and staff in schools and colleges
3. Amplifying vocational routes
4. Focusing on disadvantage students in all the work we do
5. Connecting careers provision to local economies

Planned activity to be delivered by the HEY Careers Hub contributing to the above priorities includes:

- Teacher encounters – offering teachers experience of the workplace, activity to date had been very well received
- Student voice – embedding the views of young people in careers service and delivery
- More ‘Very Important Parents’ events – helping parents/carers support their children by raising their awareness of opportunities in the region
- Developing a virtual SEND/ P work experience offer for young people who have barriers to accessing work experience, and embracing student views in developing this offer
- Promotion of National Apprenticeship Week – working with employers to address some of the issues arising from recent LEP apprenticeship research work, specifically the under representation of females in apprenticeships
- Holding a virtual carers event/events for carers of young people
- Delivering Labour Market Intelligence (LMI) sessions for parents, including developing packages of LMI for schools to share with parents to help them support their children
- Delivering the Inclusive Careers project with the York, North Yorkshire and Humber Integrated Care Board, regarding increasing diversity in employment within health and social care
- Providing Careers Link Governor training sessions for governors with responsibility for careers
- Delivering FE and SEND/AP Communities of Practice – working groups for post-16 and SEND/AP institutions

	<ul style="list-style-type: none"> <li>• Developing the Net Zero work experience pilot – the HEY Careers Hub has been invited to participate in a work experience pilot for the Net Zero sector creating 500+ work experience placements for young people this year</li> <li>• Continuing to support the Career Aspirations group and delivering the CPD events for employability and skills professionals</li> <li>• Continued support for Enterprise Advisors, the employers who work directly with schools to improve careers activity</li> </ul> <p>Note: JA declared an interest in the ICB Inclusive Careers project.</p> <p>SBa asked whether financial contributions from local authorities and employers were still needed. FH confirmed that financial contributions are needed to secure match funding from the Careers and Enterprise Company.</p> <p>RC asked whether there was a target for Cornerstone Employer engagements. FH explained that although there aren't specific targets, the HEY Careers Hub is currently under-represented in some sectors and are looking to resolve this.</p>
11.	<p><b>Parental Conversations Pilot Project</b></p> <p>LS, Project Lead joined the meeting and gave an overview of the Parental Conversations Pilot project that has been delivered in collaboration with Leicester and Leicestershire Careers Hub</p> <p>The programme originated from discussions around work experience for families lacking the social capital to source meaningful work experience. The project aims to empower schools' careers leaders to proactively engage parents and families with work experience.</p> <p>This was delivered by working with schools and businesses (representing growth sectors of digital, logistics and green), sending LMI messages direct to parents via school communication systems, delivering teacher CPD sessions which included careers presentations and classroom delivery in schools and running VIP events for each sector.</p> <p>The project highlighted a number of learning points including the significantly better engagement from families responding to LMI message that come endorsed by employers in comparison to messages from schools.</p> <p>JH commented on how engaging he found the events and found it helped him to gauge his people's understanding of his own organisation. BAE Systems were involved in the project and have signed up to participate again. JH commented that he would like the project to also consider how to reach young people whose parents may not be engaged. LS explained that learning from project is being shared with schools for the benefit of all young people.</p>



12.	<p><b>Workforce Development Report</b></p> <p>CS updated the Board on the HEY LEP’s workforce development activity for the period January 2023 to August 2023.</p> <p>CS noted the increased demand from SMEs for support with setting up and accessing accounts on the Digital Apprenticeship Service. Guidance on apprenticeship levy transfer is also seeing increased demand.</p> <p>Support is also being offered to develop new potential apprenticeship standards in indoor go-karting, web design and marine industries.</p> <p>The current majority of demand for apprenticeships is for L3.</p> <p>There continues to be minimal interest and engagement from the local SME community to offer T-Level placement opportunities due to the significant requirement of work experience and the perceived lack of value to the individual business.</p> <p>CS noted the sustained demand for upskilling and reskilling support which until recently has been serviced by the EU funded Skills Support for the Workforce project and the positive step taken by Hull City Council in including some provision for this in the UKSPF programme in order to maintain this service, noting this is a much smaller resource due to funding limitations.</p> <p>CS also reported that the HEY LEP has been successful in transferring unspent apprenticeship levy and has also been working with a local professional sports club to use unspent apprenticeship levy to pay for 5, Level 3 ‘Excellence in Sport’ apprenticeship opportunities. In addition, for members of their academy who do not continue on their professional sports journey there is a further provisional pledge to fund 4, Level 5 Leadership and Management apprenticeships from January 2024 onwards. The commitment from the levy transferring organisation is multi-year and is being monitored by the International Football League (RFL) sport’s governing body as a potential model of good practice that may also become a mandatory training requirement for all future rugby club entrants across the league.</p> <p>TC noted the significant impact made by the workforce development service which has been achieved on a 0.2FTE basis and requested that the Board gave its backing to any proposals made for the Skills and Growth Hubs for increased resources in this area. Board members supported this proposal, recognising the amount of unused levy that is available that will be returned to central government if not spent. This provides growth to SMEs and new job opportunities for residents of all ages.</p> <p>SG suggested a strategic approach to engaging with levy paying employers in Hull and the East Riding.</p>

	<b>Action: CH and CS to discuss further with SG.</b>
13.	<p><b>Spotlight on Economic Inactivity</b></p> <p>Agenda item deferred to the next meeting.</p>
14.	<p><b>Employment &amp; Skills Managers report</b></p> <p>CH updated the Board on key points from the Employment &amp; Skills Managers report.</p> <p>RSe is stepping down from chairing the HEY LEP Apprenticeship &amp; Technical Education group. CH thanked RSe for his support and guidance which have spanned both Humber and HEY LEPs. RSe efforts are very much appreciated by both the LEP and its stakeholders.</p> <p>CH also confirmed that all HEY LEP Skills Advisory Panel work programme is now complete and there is no further work outstanding.</p> <p>CH also briefly updated on the Humber Local Digital Skills Partnership. CH explained that there are several influences all acting on the LDSP at this time. These include the MoU with the DCMS and the associated funding coming to an end, the emergence of the HEY LSIPs focus groups (of which digital is proposed to be one) and recent discussions with the government's Levelling Up team about an "enhanced digital partnership" serving the Combined Authority. The priority for the LDSP now is capitalising on the recently completed HEY Digital Framework and feeding this strategic approach into devolution negotiations to help structure local discussions and inform forward planning for the new look regional digital partnership.</p>
15.	<p><b>Skills Network</b></p> <p>DG updated the group on the last HEY LEP Skills Network. The event was well attended with excellent speakers. Several speakers covered the subject of digital skills including Artificial Intelligence, all of which were well received.</p> <p>DG thanked those stakeholders for supporting the event.</p>
16.	<p><b>Horizon Scanning</b></p> <p>CH noted the recent announcement by the Prime Minister of his government's intention to introduce a new post-16 qualification known as the Advanced British Standard which would eventually replace both A-Levels and T-Levels.</p> <p>The DfE have since issued a statement explaining that T-Levels are not being abolished and will continue until the point at which the Advanced British Standard is implemented.</p>

	No specific timeframe is given for the implementation of the Advanced British Standard.
17.	<b>Forward Plan</b>  Board members were asked to suggest items for the forward plan.
18.	<b>Any other business</b>  JA thanked JH for his hospitality and for hosting the meeting.
19.	<b>Date and time of next meeting</b>  The next meeting will take place on Monday 11 <sup>th</sup> December from 9:30am – 12 noon.
	<b>Items for Information</b>
	Glossary of Terms

**Date of next meeting:**

Monday 11<sup>th</sup> December from 9:30 am to 12 noon.

Signed:

Jayne Adamson  
 Chair