

Hull & East Yorkshire Local Enterprise Partnership
Employment and Skills Board

**Draft Minutes of the Board meeting held on Monday 31st October 2022, 10.00 am
 At Bishop Burton College**

Attendance
Board Members

Jayne Adamson (JA) (Chair)
 Michelle Peacock (MP)
 Laura Botham (LB)
 Nikki Davies (ND)
 Iain Elliott (IE)
 Pat Coyle (PC)
 Bill Meredith (BM)
 Alex Codd (AC)
 Andy Crossland (AC)
 Catherine Bishop (CB)
 Mark Burley (MB)
 Sue Balthazaar (SB)
 Richard Sellick (RS)
 Hannah Crookes (HC)

Observers

Teresa Chalmers (TC)
 Chris Howell (CH)

Guests

Sara Fletcher (SF), East Riding of
 Yorkshire Council
 Jon Harrison (JH), University of Hull
 Angela Ellis (AE), Careers & Enterprise
 Company
 Ben Willmott (BW), CIPD
 James Hardstaff, BAE Systems
 Lucy Gray (LG), HEY Careers Hub

Secretariat

Karen Philipson

1.	<p>Welcome & Introductions</p> <p>JA thanked Board members for attending the meeting in person and thanked BM for the hospitality of hosting the meeting at Bishop Burton College.</p> <p>JA welcomed guests Angela Ellis (CEC), Ben Willmott, CIPD, James Hardstaff, BAE Systems and Hannah Crookes, Chamber of Commerce to the meeting.</p>
2.	<p>Apologies</p> <p>Apologies had been received from Nikki Davies and David Gent. Apologies were also submitted by Becky Huxley-Binns with John Harrison was acting at the University of Hull's representative; Claire Watts with Sarah Fletcher acting as East Riding of Yorkshire Council's representative and Fiona Headridge in regard of paper B with Lucy Gray in attendance as the HEY Career Hub representative.</p>
3.	<p>Declarations of Interest</p> <p>All members were asked to declare an interest in any arising items.</p>

	<p>SF declared an interest in the Careers Hub paper as did MB who is Cornerstone Employer Group Chair.</p> <p>CB declared an interest in regard of the apprenticeship comments within the careers discussion and the Tigers Trust.</p>
4.	<p>Minutes of the previous meeting and matters arising</p> <p>All matters were covered in the agenda.</p>
5.	<p>Careers Activity in Hull & East Yorkshire</p> <p>CH presented a detailed paper which provided an overview of the breadth of the careers work that is being delivered in the HEY region. It is essential to ensure that the region has the workforce to drive the local economy and therefore careers work is integral to this recognised need. Young people and adults require high quality careers advice to ensure they are aware of the opportunities within the region, both current and future.</p> <p>There is an array of activity, much of it funded independently which means that collaboration and communication is key. The LEP's role is to facilitate and lead on some activity but also to recognise the specific responsibilities of partners who are contracted to work in this arena.</p> <p>James Hardstaff provided the perspective of BAE Systems, recognising the opportunity to promote a wide variety of careers in the organisation and consideration of the current workforce of which 40% are due to retire within 5 years. BAE Systems recognise the need to increase their local footprint and to raise awareness of the types of roles they can offer, particularly in digital and technical roles as the focus on managing big data is developing.</p> <p>BAE Systems are supporting the HEY Careers Hub providing Enterprise Advisors who will work with local schools, raising the understanding of the types of career opportunities in the industry and working closely with the HEY Careers Hub team.</p> <p>BAE Systems are also involved in the new HEY Careers Hub Parental Engagement Project and are keen to help young people recognise the various routes into work, including vocational opportunities such as apprenticeships that can progress to degree level, in addition to traditional academic routes.</p> <p>BAE Systems are now looking at a 10–15-year business plan and this careers work will play a key role in ensuring success.</p> <p>LB commented that Siemens Gamesa are keen to demonstrate their local commitment, working with schools and are encouraging employees who have an excellent attendance rate to become STEM ambassadors.</p>

JA asked members what more can be done to improve the careers piece.

CB said it was positive to hear about an employer willing to put so much into the skills agenda. The Voluntary (VCSE) Sector is also really interested in vocational skills both in terms of delivery and in recruiting staff members. Often clients need additional hand holding or are not yet ready to join the traditional post-16 educational system and that is where the VCSE can really add value.

MB said the Cornerstone group of employers is developing key strategic goals to measure progress and will feedback to this board on a regular basis. Whilst the group does include SMEs more work is needed to engage and the challenge is the time of SMEs to actively play a role in ensuring their talent pipeline is in place to recruit suitable staff teams.

MB added that whilst the Hub is delivering some excellent work it is vital that every young person gets the same opportunities. Unfortunately a recent schools interview event demonstrated that many young people are still not aware of the choices available to them and reported they did not know what they wanted to do.

MP reminded the Board that careers advice for adults is of equal importance. Adults often they need to reskill and understand the opportunities available to them, including those that needed the support that CB had mentioned.

LB agreed and said that Siemens Gamesa had recently received a significant number of applications from adults, many of whom were interested in the apprenticeship route. Unfortunately some of these people were then put off by the wages that were available for apprentices when training, particularly for those single person households. SB agreed saying that extra support is needed to encourage more inclusion and best use of talent. LB added that as a result of the situation Siemens Gamesa are considering increasing their apprenticeship rate of pay.

IE thanked CH for the paper and asked where does the Matrix accreditation for CEIAG fit in to the picture in terms of the reference to the Quality in Careers accreditation. Members discussed that Matrix is broader and is also a requirement for the use of EU funding provision.

CB raised the SME point in that David Hall, LEP Board member had brought together a group of SMEs to develop a specific apprenticeship standard for the caravan industry. Unfortunately the Institute for Apprenticeships and Technical Education (IfATE) response was that the draft standard was too close to an existing one and were concerned about the volume of potential users.

DH is therefore reviewing the proposal to consider if the current standard could include relevant pathways for modular build. Board members commented on the very positive approach of SMEs coming together to share a particular skills need and to develop potential shared solutions.

	<p>RS said that in general terms, IfATE appeared reluctant to develop new standards if there was any alignment with existing options. SB reminded members that not all apprenticeships were delivered within an educational setting which needs considering when discussing apprenticeships in general terms.</p> <p>JA thanked James Hardstaff and ESB members for their contribution to the discussions.</p>
6.	<p>HEY Careers Hub – proposals for alternative governance arrangements</p> <p>Angela Ellis, Regional Lead of the Careers and Enterprise Company, (CEC) presented the paper on the proposed governance changes to the Careers Hub, emphasising the collaborative working practice and the high performance of the Hub which had been independently assessed (reports provided to Board members). Headteachers and Careers Leaders have spoken passionately about the role of the Hub and how it has helped them develop their organisational delivery model.</p> <p>There is a need to embed the Hub at a strategic level and the Employment and Skills Board is best placed to deliver that oversight and direction, ensuring robust and effective governance, the latter being a requirement of the Careers and Enterprise grant offer letter. It is critical that local employers and wider partners are engaged and recent conversations about widening corporate investment are a positive example of the Hub's growing role.</p> <p>The operational delivery would remain with the Hub team and ongoing conversations with key partners would take place regularly, including where necessary bringing together people to address priority themes and work packages.</p> <p>ESB members discussed the proposal, considering the work of the Steering Group to date.</p> <p>CB & PC queried whether the board had time to discuss the levels of detail that may be necessary. Angela Ellis explained that the Hub agrees a delivery plan with the CEC and that this would be presented at summary level with ongoing discussions with stakeholders continuing.</p> <p>AC suggested that the proposal could be in place for a 6-month period and then be reviewed. JA asked if members would vote for their preference and the proposal, including the 6-month review was supported.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Former HEY Careers Hub Steering group to be thanked for their contribution to date. • Regular ongoing operational conversations between the HEY Careers Hub team and partners to be scheduled.

	<ul style="list-style-type: none"> • Regular reports to be provided to the Employment & Skills Board along with any risk assessment where needed <p>All to be actioned by CH and Fiona Headridge, HEY Careers Hub Lead.</p>
7.	<p>Hybrid working</p> <p>Ben Willmott, CIPD Public Policy Team Lead, presented an overview of the CIPD's developments on hybrid working (please see slides attached). The CIPD membership consists of over 160k members mainly those engaged in HR and 15k of these are self-employed consultants.</p> <p>Of these members, approximately 40% are looking to further invest in technology to support hybrid work and the same percentage re new and updated policies and procedures.</p> <p>As an example snapshot, in May this year, 14% of the workforce were working from home and approximately 25% were working in a hybrid manner. As such managers need to ensure that open questions are asked on wellbeing issues with a focus on building relationships in a different manner. Generally people have become more efficient, however back-to-back virtual meetings can be negative and people need to build in appropriate screen breaks.</p> <p>The CIPD is a partner in the government's Flexible Working Taskforce which focusses on a range of flexible working options such as annualised hours, part time work etc. Currently employees are entitled to ask for these considerations (based on business need) from week 26 in employment. The CIPD feels that this is a conversation that can take place from day one in the role.</p> <p>IE asked a question in regards of fairness in the workplace, considering business needs. For example in manufacturing or teaching then people need to be in a physical location whilst administration can take place more easily on a hybrid model. This can cause disquiet within a team.</p> <p>AC also spoke about his organisation, stating that they have recently asked colleagues about preferences and interestingly younger employee colleagues were stating their preference to be physically at work. This may be linked to progress, mentoring or training. HLC have also experienced more young people moving out of the organisation, but this could be a mix of hybrid or people seizing opportunities as they arise to develop their career paths.</p> <p>AC added other colleagues, in particularly those with a disability or those who needed reasonable adjustments worked well in a hybrid capacity or full time working from home.</p> <p>Members discussed the support for young people and the impact good managers can help achieve if there is a physical presence. In some cases work experience, T-level</p>

	<p>support and apprenticeship opportunities have diminished. Natural coaching occurs when people are in the same place together.</p> <p>BW commented on the digital work experience that was developed in COVID that many employers are continuing to use; the CIPD had not looked at the potential reduction trends referenced so this will be further discussed with his colleagues.</p> <p>MB spoke about domestic abuse and how construction organisations were focussing on this thematic to support employees as part of their overall wellbeing approach. Hybrid working could have a negative impact and reduce the opportunity for individuals to disclose this to a manager or a colleague.</p> <p>BW said that CIPD have a range of supportive guidance on this subject that can be shared with ESB members.</p> <p>Action: CH to obtain material from BW and circulate to Board members.</p> <p>LB spoke about a recent survey within Siemens Gamesa that asked about the ‘us and them’ approach i.e. hybrid/home-working compared to needing to be physically present.</p> <p>BW said this data would be helpful and assist the organisation in understanding employees feelings which would lead to positive actions.</p> <p>JA thanked BW for his excellent presentation.</p>
8.	<p>Local Skills Improvement Plans (LSIPs)</p> <p>HC discussed the most recent developments in the Hull and East Yorkshire Local Skills Improvement Plan.</p> <p>Since the attendance at the last ESB, the Chamber had been working on the Department for Education required delivery plan which has a particular focus on employer engagement. Some areas of the Delivery Plan are still being negotiated with the DfE and the Chamber hope that these will be shortly agreed. When agreed, HC will send CH a summary paper for Board members.</p> <p>In terms of the required LSIP Board, representatives had been agreed from both local authorities, an independent training provider, the LEP and FE principals.</p> <p>A new colleague, Trish Whiting, would be joining the Chamber to assist HC with this work. The Chamber recently presented at the LEP’s Skills Network and will use the arising information to influence the Delivery Plan. It is very helpful to hear from employers directly in regard of their skills requirements and gaps and the Chamber is working with the HEY LEP on an employer survey to help determine this.</p>

	<p>Action: HC to provide written update for the next E&SB in her absence (apologies given).</p> <p>JA thanked HC for her update.</p>
9.	<p>The Career Aspirations working group update</p> <p>AC said the key task of the group is to organise the CIPD Professional Services Event which will take place at Hull’s Guildhall on Wed 8th February 2023. This event will include legal and financial accounting updates from colleagues in professional services industries, with thanks to fellow board member Pat Coyle for her help.</p> <p>The event is aimed at careers practitioners, and it is hoped that around 80 colleagues will attend.</p> <p>JA thanked AC and the group for their work to date on the event.</p>
10.	<p>The Apprenticeship Technical Education Working Group</p> <p>RS updated the Board on recent developments including: New employer members had joined the group including JZ flowers and Bee Health. David Hall, HEY LEP Board member has also expressed an interest in joining the group. Adam Greenwood, former Deputy Chair of the group had now left, and RS will work with CH on a replacement with sincere thanks to AG for his work and support of the group.</p> <p>Action: CH & RS to appoint replacement Deputy Chair.</p> <p>The group had recently helped develop and support a Technical Careers Event, in partnership with the CEC. Further work is needed to get more employers in schools to talk about alternative routes to good careers. It appears that some schools have unconscious bias as they can only promote what they know, and the boarder base of options is essential to help young people make informed choices. therefore the group will continue to support the LEP’s key role in careers across the region.</p> <p>The last meeting on 13th October went well with thanks to MP for her input on adult careers support and signposting to apprenticeship vacancies. LSIPs were discussed and where the current LEP working groups can add value to the Chamber’s work.</p> <p>Members of the working group have experienced a rise in the number of young people who wish to join an apprenticeship route post A level, potentially progressing to degree via this route rather than direct academic study. The working group are looking at a gap analysis re the potential apprenticeship route at HE as part of the developing workplan.</p> <p>The group are looking at the potential for holding an event aimed at those who have held vocational qualified roles who may be interested in considering a teaching role – there remains a lack of vocational tutors in the region, and this can be due to higher wages paid in the sector.</p>

	<p>To aid the role of the group, recent data analysis was provided by the LEP including data cube reports on apprenticeships, T levels, skills bootcamps and NEET numbers.</p> <p>IE asked if the group had also considered the dropping from apprentices when on programme, which looks like a national issue. RS said that the employer market has changed, and many younger people appear to gain a level two qualification and then seek full time work without training due to the current market conditions. The issue will be if progression roles then require higher qualification and people are not fully qualified.</p> <p>Action: RS & CH to incorporate into a future working group agenda.</p> <p>JA commented that the health service is struggling with recruitment in this regard. MP asked about the people applying for apprenticeships who were not successful, could the group look at this issue too?</p> <p>Action: RS & CH to incorporate into a future working group agenda.</p> <p>CB raised a question relating to the Tiger's Trust which recently had an issue in with new ESFA guidance which now counts some casual workers as company employees impacting on how the size of the organisation is recorded for audit purposes which in turn has an impact on how it recruits and its apprenticeship funding.</p> <p>Action: CB to discuss this with RS after the meeting.</p>
11.	<p>Talent Forum update</p> <p>CH reported on behalf of ND who submitted apologies for the meeting. Unfortunately the planned meeting on 20th October could not take place due to two key speakers giving late apologies the day before the event.</p> <p>JA commented that this group appeared to be struggling to meet but that it was important to the work of the LEP asked if TC and CH could speak with ND to consider all options.</p> <p>Action: TC, CH and ND.</p>
12.	<p>Employment & Skills Manager's update</p> <p>CH presented his report, updating on the new Skills Network Chair, David Gent and Deputy Lynette Leith being nominated and accepted by the Network.</p> <p>The LEP has been in negotiation with the Department for Culture, Media, and Sport in regard of the Local Digital Skills Partnership and the current Memorandum of Understanding. The new contract, which runs from September 2022 to August 2023</p>

	<p>will include increased targets that will look at the entire digital and tech economy ecosystem and how to build the existing Tech Cluster in the region.</p> <p>This approach will need close working arrangements with the two local authorities and will require an expanded membership of the LDSP Board. Outputs will be closely monitored and reported to the ESB. This is of strategic importance to the ESB and the region and links to many other areas of LEP work including the Growth Hub.</p> <p>The Workforce Development Advisor (WDBA) continues to achieve good results in transfer of the levy underspend by larger organisations.</p> <p>Action: Levy paying Board members are asked to consider whether their own organisations could also commit to this process and work with the LEP's WDBA on the transfer of unspent levy to support the development of local SMEs and the creation of economic growth.</p>
13.	<p>Horizon Scanning</p> <p>CH updated on several publications which the board members will find of interest.</p>
14.	<p>Forward Plan</p> <p>Members were asked to consider the forward plan and suggest any further items for inclusion in next meetings:</p> <ul style="list-style-type: none"> • UK Shared Prosperity Fund (Local Authorities) • Health & Social Care • Social inclusion • CEC Careers Hub • T- level progress • FSB publication presentation re skills
15.	<p>Any Other Business</p> <p>LB announced she would be leaving her current position at Siemens Gamesa to join a supply chain and logistics organisation in the near future. LB remains interested in contributing to this board.</p> <p>Action: JA to discuss LB's continued involvement in her new role.</p>
16.	<p>Date and time of next meeting:</p> <p>10am – 12 noon, Monday 19th December via Teams.</p> <p>IE gave apologies to this meeting.</p>

Items for Information	
	Glossary of Terms

Date of next meeting:

Monday 19th December, 10am – 12 noon, MS Teams.

Signed:

Jayne Adamson
Chair