

**MINUTES OF THE MEETING OF THE  
EMPLOYMENT AND SKILLS PANEL  
HELD ON TUESDAY, 11 SEPTEMBER 2018 AT COMMITTEE ROOM A,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

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**Present:**

Rashik Parmar MBE (Chair)	IBM
Mike Curtis (Advisory Representative)	NHS
Peter Duffy	Peter Duffy Limited
Tom Keeney	TKHR Associates
Karen Milner	Paths and Progress
Beverley Parrish	Parrish Environmental Consulting Ltd
Mark Roberts	Beer Hawk Ltd
Amanda Stainton	Portakabin
Councillor Susan Hinchcliffe	Bradford Council
Ian Billyard (Advisory Representative)	Leeds City Region Skills Network

**In attendance:**

Roger Marsh OBE	Leeds City Region Enterprise Partnership
Merran McRae	Wakefield Council
Diana Towler	Department of Work and Pensions
Sue Cooke	West Yorkshire Combined Authority
Christian Denison	West Yorkshire Combined Authority
Julie Haigh	West Yorkshire Combined Authority
Peter Glover	West Yorkshire Combined Authority
Emma Longbottom	West Yorkshire Combined Authority
Janette Woodcock	West Yorkshire Combined Authority

**9. Apologies for absence**

Apologies for absence were received from Simon Barratt, Nick Bowen, Cllr Darren Byford, Prof Margaret House, Cllr Naheed Mather, Cllr Jonathan Prior, Cllr Carol Runciman, Cllr Daniel Sutherland and Sue Soroczan.

**10. Declarations of disclosable pecuniary interests**

There were no disclosable pecuniary interests declared by Members at the meeting.

**11. Minutes of the meeting of the Employment and Skills Panel held on 1 June 2018**

**Resolved:** That the minutes of the Employment and Skills Panel held on 1 June 2018 be approved and signed by the Chair.

**12. Chair's update**

The Chair opened the meeting by welcoming Roger Marsh who attended to discuss the LEP Review and new Member Mike Curtis representative from Health Education England, West Yorkshire and Harrogate Partnership.

The Chair explained that topic insight sessions will become a core element of future ESP meetings. These sessions will explore key issues facing the Leeds City Region, supported by structured inputs from officers. The aim is to identify practical responses that meet local needs, whether that be in the form of policies or solutions / services. Actions will be taken forward by time-bound task and finish groups comprised of nominated members of ESP supported by officers.

**13. Governance Arrangements**

**Resolved:** That the governance arrangements for the Employment and Skills Panel approved by the Combined Authority at its annual meeting on 28 June 2018 be noted.

**14. Employment and Skills Plan refresh**

The Panel considered a report to update members on the Employment and Skills Plan refresh.

Following agreement at the last Panel Meeting, the first draft policy statements, which will form part of the refreshed plan, were presented to the Panel. The Panel was asked to comment on and agree the draft policy statements.

The statements were welcomed, however, it was requested that metrics be added, so that the Panel could be clear on how the topics will be measured.

It was agreed that the subject of the Topic Insight session at the November Panel Meeting would be 'Improving careers, information, advice and guidance'.

In order to develop Citizen Personas, which map individuals' pathways through the skills system, a workshop will be held in October, a volunteer from the Panel to attend the workshop was requested.

**Resolved:**

- (i) That the contents of the report be noted.

- (ii) That the draft policy statements be agreed.
- (iii) That an email will be circulated to agree the sequence of additional policy / narratives / statements to be developed.
- (iv) That an email will be circulated regarding the workshop to develop citizen personas. Panel members are asked to volunteer to attend.

## **15. Topic Insight - Skills Obsolescence**

The Panel considered a report and presentation to provide an overview of the key issues surrounding skills obsolescence in Leeds City Region, which gave a basis for discussion by the Employment and Skills Panel, with a view to identifying potential practical responses to this challenge.

Detailed discussion took place and the following actions were agreed:  
That the LEP board inclusive growth grant conditions for employers are brought to the next Panel meeting for information.  
That an `agile squad` be formed to consider what starter jobs look like and how will they be defined, in the context of skills obsolescence?  
Further data be produced to identify which groups and geographical areas are most at risk from skills obsolescence.

### **Resolved:**

- (i) That the contents of the report and presentation be noted.
- (ii) That the recommendations of the Panel and actions agreed be noted.

## **16. Skills System Review**

The Panel considered a report on plans to undertake a review of the education and skills system.

There is strong evidence to show that the national skills system is not delivering at a local level for areas like the Leeds City Region. The City Region faces a skills deficit to other parts of the country, employers find it difficult to get the skills that they need, levels of lifelong learning are long in spite of a rapidly changing labour market and disadvantaged people often find it difficult to access opportunities. Many of the issues can be traced to the education and skills system that undervalues vocational routes, is overly centralised and is inflexible in the face of the needs of individuals and employers. In response to these challenges, the Chair of the Combined Authority has requested that a radical review of the education and skills system be undertaken.

The Panel was asked to invite two members to join the commission that will oversee the review.

### **Resolved:**

- (i) That the proposals for a review of the education and skills system be

noted.

- (ii) That the Panel agreed the proposed scope of the study.
- (iii) That Rashik Parmar and Mark Roberts will serve on the review commission.
- (iv) That the Panel will receive regular updates on the progress of the review.

## **17. Progress Report**

The Panel considered a report to update on the progress of delivery of LEP-led employment and skills programmes in the Leeds City Region.

### **Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the comments on the progress of delivery of employment and skills programmes in the Leeds City Region be noted.

## **18. Strengthened Local Enterprise Partnerships**

The Panel considered a report on the implications of Government's 'Strengthened Local Enterprise Partnerships' (LEPs), presented by the Chair of the LEP. The Panel was asked to provide views to inform the LEP Board's response, which will be agreed at its meeting on 20 September.

The Review makes clear the opportunity for those LEPs that are able to move forward in line with its recommendations in conjunction with strong local political leadership. Discussion took place regarding the key recommendations of the Review, particularly the removal of overlapping areas.

### **Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the views of the Panel on any issues raised in the report to be considered by the LEP Board when it determines the shape of the City Region's response on 20 September 2018.

## **19. Date of next meeting**

Thursday 29 November 2018 at 2 pm in Committee Room A, Wellington House, Leeds