

**MINUTES OF THE MEETING OF THE  
EMPLOYMENT AND SKILLS PANEL  
HELD ON FRIDAY, 1 JUNE 2018 AT COMMITTEE ROOM A -  
WELLINGTON HOUSE, LEEDS**

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**Present:**

Rashik Parmar MBE (Chair)	IBM
Peter Duffy	Peter Duffy Limited
Tom Keeney	BT
Karen Milner	Paths and Progress
Beverley Parrish	Parrish Environmental Consulting Ltd
Councillor Patrick Mulligan	North Yorkshire County Council
Mark Roberts	Beer Hawk Ltd
Glynn Robinson	BJSS
Amanda Stainton	Portakabin
Councillor Daniel Sutherland	Calderdale Council
Ian Billyard (Advisory Representative)	Leeds City Region Skills Network
Professor Margaret House (Advisory Representative)	Leeds City Region Skills Network

**In attendance:**

Councillor Jonathan Pryor	Leeds City Council
Diana Towler	Department of Work and Pensions
Sue Cooke	West Yorkshire Combined Authority
Emma Longbottom	West Yorkshire Combined Authority
Peter Glover	West Yorkshire Combined Authority
Catherine Lunn	West Yorkshire Combined Authority
David Walmsley	West Yorkshire Combined Authority
Michelle Hunter-Fee	West Yorkshire Combined Authority
Christian Denison	West Yorkshire Combined Authority
Janette Woodcock	West Yorkshire Combined Authority

**1. Apologies for absence**

Apologies for absence were received from Councillor Susan Hinchcliffe, Simon Barratt, Nick Bowen and Sue Sorozan.

**2. Declarations of disclosable Pecuniary interests**

There were no pecuniary interests declared by members at the meeting.

### **3. Exempt Information - Exclusion of the Press and Public**

There were no items on the agenda requiring exclusion of the press and public.

### **4. Minutes of the meeting of the Employment and Skills Panel held on 2 March 2018**

That the minutes of the Employment and Skills Panel held on 2 March 2018 be approved and signed by the Chair.

### **5. Employment and Skills Policy`**

#### **(a) Review of Employment and Skills Plan**

The Panel considered a report to provide context to members on the outcomes of the Employment and skills Panel workshop to review the Employment and Skills Plan which was held on 21 May and a verbal update was provided.

As part of the ambition to develop a broader and more radical vision for employment and skills, including stepping back and looking afresh at the skills system to ensure the city region has the right skills for the future, the Employment and Skills Plan is being refreshed. The starting point for this was the workshop with Employment and Skills Panel members which took place on the 21 May. The workshop was based on an open approach around issues related to the LEP Board challenges and identified in September 2017 and the expanded policy framework (agreed at the LEP Board).

The Panel was asked to note the update on the Employment and Skills workshop which was held to review the Employment and Skills Plan.

#### **Resolved:**

- (i)** That the update on the Employment and Skills workshop be noted.
- (ii)** That the notes from the Employment and Skills workshop be circulated to Panel members.

#### **(b) National Careers Strategy Implementation and Careers Hub**

The Panel considered a report to update on the Careers Strategy implementation and the West Yorkshire Combined Authority's application to pilot a Careers Hub in the region.

Panel members received an update on the Government's Careers Strategy at the Panel Meeting held on the 2 March 2018. The Strategy has been broadly welcomed. It seeks to put in place access to advice for all ages and backgrounds, bringing together all the different

elements of the careers system and sets out ambitions and plans to expand the quality and quantity of provision.

**Resolved:** That the update on the Careers Strategy implementation and application to pilot a Careers Hub in the region be noted.

**(c) Labour Market intelligence 2018**

The Panel considered a presentation which provided the initial findings from the Combined Authority's labour market intelligence programme for 2018/19

The key purpose of the LEP's labour market intelligence work is to provide robust analysis of the City Region's labour market and skills needs in order to influence planning and action by key audiences. As well as being used to shape the focus / profile of local learning delivery with reference to evidence of labour market demand and to inform careers choice by individuals by providing clear and robust information on labour market opportunities.

The Panel was asked to provide feedback and gave consideration to the headline messages on the slides provided within the report.

**Resolved:** That the update on plans for the Combined Authority's labour market intelligence programme for 2018/19 be noted.

**6. Leeds City Region Digital Framework**

The Panel considered a report to update on the work to develop the Leeds City Region Digital Framework.

The LEP has a long standing ambition to develop a digital strategy for the whole of the City Region. The Digital Framework is now being progressed alongside work to develop the Local Inclusive Industrial Strategy. Although these are separate strands of work with different timescales, the Digital Framework – once established – will contribute significantly to the narrative and objectives of the digital and tech focussed Local Inclusive Industrial Strategy.

The Panel was asked to provide feedback and give consideration to the update on the work to develop the Leeds City Region Digital Framework.

**Resolved:**

- (i) That the update on the work to develop the Leeds City Region Digital Framework be noted.
- (ii) That members comments on the work to develop the Leeds City Region Digital Framework be noted.

## **7. Employment and Skills New Developments**

The Panel considered a report to update on new developments within employment and skills in the Leeds City Region.

In Autumn 2017, Leeds City Region was one of five areas that were selected by the Department of Education (DfE) to be part of the Career Learning Pilot, the outcomes of which will be used to design the National Retaining Scheme. The Pilot will be testing two key themes, outreach – what engagement activity will encourage adults currently in employment or re-entering employment who have a level 2 qualification, to consider their next career/learning steps at level 3 and above; and cost – what level of funding subsidy (25%, 75% or 100%) will encourage individuals to pay for their learning. The subsidy will be passed by the ESFA directly to local providers.

The Combined Authority has submitted an application to develop a programme, which if successful will be known as the LCR Employment Hub and will include:

- Enhanced centralised Careers, Information, Advice and Guidance, marketing and contract management activity;
- Intensive Support of young people 16-24 years old in preparation for employment (including apprenticeships) or further learning.
- Establishment of Local Hubs in 6 local authority areas (Bradford, Calderdale, Kirklees, Leeds, Wakefield and York (incorporating Craven, Harrogate and Selby) who will provide a business engagement and talent matching service, particularly in relation to creation of new apprenticeship opportunities.

Leeds City Region is also a pilot area for Skills Advisory Panels (SAPs) which DfE see as a process for bringing together local representatives to ensure the delivery of skills in local areas, meets and responds to changing employer needs. The work of SAPs will be founded on a rigorous and comprehensive assessment of the local labour market and will inform Local Industrial Strategies and local post – 16 skills provision. It is envisaged that the existing LCR Employment and Skills Panel structure, together with the approach to analysing and disseminating labour market intelligence largely meets the requirements of SAPs

The Panel was asked to provide feedback and give consideration to new developments within employment and skills in the Leeds City Region.

### **Resolved:**

- (i) That the update on new developments within employment and skills in the Leeds City Region be noted.
- (ii) That the Panel's views and comments to new developments within employment and skills in the Leeds City Region be noted.

- (iii) That the details of the LMI discussion from the Employment and Skills Panel be fed back to DYE to support the SAP developments.

## **8. Reports from Advisory Panels on Employment and Skills Plan Themes**

### **(d) Cross-Cutting Themes**

The Panel considered a report to update on work to progress the priorities and actions in the cross-cutting themes in the Employment and Skills Plan “More and Better Apprenticeships” and “Raising the Bar on High Level Skills”

The Panel was asked to comment on the progress of activity.

The Apprenticeship Grant for Employers will re-launch in August 2018, with promotion beginning in June 2018.

#### **Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the Panel’s comments on the progress of activity against the More and Better Apprenticeships and Raising the Bar on High Level Skills Priorities be noted.

### **(e) Great Education Connected to Business**

The Panel considered a report to update on work to progress the priorities and actions in the “Great Education Connection to Business” priority in the Employment and Skills Plan and was asked to note and comment on the progress of activity against the “Great Education Connected to Business” priorities be noted.

The high profile careers campaign – Future Goals which launched in February 2018 and ran until the end of March is estimated to have reached over 900,000 people.

#### **Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the Panel’s comments on the progress of activity against the “Great Education Connected to Business” priorities be noted.

### **(f) Building Workforce Skills and Attracting Talent**

The Panel considered a report on the work to progress priorities and actions in the “Building Workforce Skills and Attracting Talent” priority of the Employment and Skills Plan and was asked to note and comment.

To support the promotion of digital careers in the region, the Combined Authority has developed a campaign aimed at promoting the opportunities in the digital sector within the City Region.

The Discover Digital campaign is aimed at adults across the region, with the primary audience being graduates and career changes. The aim of the campaign is to inspire individuals into digital roles, to promote digital skills across key industry sectors and to demystify digital careers.

**Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the comments and feedback on the progress against the “Building Workforce Skills and Attracting Talent” priority of the Employment and Skills Plan be noted.

**(g) Employability, Accessing Jobs and Realising Potential**

The Panel considered a report on the work to progress the priorities and actions in the “Employability, Accessing jobs and Realising Potential” priority of the Employment and Skills Plan.

Since launching on 1 February 2018, the Work Wellness Project has been successfully embedded in two GP surgeries in York. The project aims to engage people who are over 50 and off sick from work. Within the first quarter, the end of project target of 10 participants has already been achieved, with 80% of those engaged aged over 50.

The Panel was asked to note and comment on the progress of the Work Wellness Service and the progress made against the “Employability Accessing Jobs and Realising Potential” priority of the Employment and Skills Plan.

**Resolved:**

- (i) That the update be noted.
- (ii) That the Panel’s comments on the progress of the Work Wellness Service be noted.
- (iii) That the Panel’s comments on the “Employability Accessing Jobs and Realising Potential” priority of the Employment and Skills Plan be noted.