

## **EMPLOYMENT AND SKILLS PANEL**

**MEETING TO BE HELD AT 2.00 PM ON WEDNESDAY, 27 NOVEMBER  
2019 IN COMMITTEE ROOM A, WELLINGTON HOUSE, 40-50  
WELLINGTON STREET, LEEDS**

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### **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC**
- 4. MINUTES OF THE MEETING OF THE EMPLOYMENT AND SKILLS PANEL HELD ON 12 SEPTEMBER 2019**  
(Pages 1 - 6)
- 5. CHAIR'S UPDATE**
- 6. EMPLOYMENT AND SKILLS PROGRAMMES**  
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- 7. SKILLS ADVISORY PANEL GOVERNANCE**  
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**Signed:**



**Managing Director  
West Yorkshire Combined Authority**

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**MINUTES OF THE MEETING OF THE EMPLOYMENT AND SKILLS  
PANEL HELD ON THURSDAY 12 SEPTEMBER 2019 IN COMMITTEE  
ROOM A, WELLINGTON HOUSE, 40-50 WELLINGTON STREET,  
LEEDS**

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**Present:**

Rashik Parmar MBE (Chair)	IBM
Councillor Imran Khan	Bradford Council
Councillor Patrick Mulligan	North Yorkshire County Council
Councillor Adam Wilkinson	Calderdale Council
Councillor Michael Graham	Wakefield Council
Nav Chohan (Advisory Representative)	Leeds City Region Skills Network
Professor Margaret House (Advisory Representative)	Leeds City Region Skills Network
Alex Miles (Advisory Representative)	West Yorkshire Learning Providers

**In attendance:**

Henry Rigg	West Yorkshire Combined Authority
Catherine Lunn	West Yorkshire Combined Authority
Peter Glover	West Yorkshire Combined Authority
Sonya Midgley	West Yorkshire Combined Authority
David Shepherd	West Yorkshire Combined Authority
Jonathan Skinner	West Yorkshire Combined Authority
Ben Kearns	West Yorkshire Combined Authority

**1. Apologies for absence**

Apologies for absence were received from Councillor Susan Hinchcliffe, Councillor Ian Cuthbertson, Councillor Peter McBride, Councillor Jonathan Pryor, Amanda Stainton, Mark Roberts, Martin Booth, Sam Alexander, Glynn Robinson and Simon Barratt.

**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 the exclusion of the press and public.

**4. Minutes of the meeting of the Employment and Skills Panel held on 30 May 2019**

**Resolved:** That the minutes of the Employment and Skills Panel held on 30 May 2019 be approved and signed by the Chair.

**5. Chair's update**

The Chair provided an update on actions from the previous meeting and notified panel members that the draft policy statement on careers had been amended to reflect the Panel's comments and recirculated.

The Chair also notified members regarding the Convention of the North which, in partnership with NP11, would host an event with Education and Skills on the agenda.

**6. Governance Arrangements - Terms of Reference, Quorum and Membership**

The Panel noted the Governance arrangements which were approved at the annual meeting of the Combined Authority.

**Resolved:** That the Governance arrangements be noted

**7. Employment and Skills Services**

The Panel considered a report to update on the progress of delivery of LEP-led Employment and Skills Programme in the Leeds City Region.

The Panel noted that 16 projects had been awarded through the Raising Aspirations grant fund for schools. Members also noted that a new approach to supporting businesses is being developed in response to a shortage of apprenticeship funding for non-levy organisations.

The Panel noted the evaluation of the Work Wellness service attached at appendix 1 and discussed the initial findings. It was felt that the pilot demonstrated a good level of participation and a creative way to facilitate social prescribing. Further work was necessary to ensure that the pilot could be scaled up and the Panel noted that the findings would also be considered by the Inclusive Growth and Public Policy Panel.

Panel members discussed a recent 'agile squad' where SMEs had been invited to review the Combined Authority's skills offer to businesses. The Panel discussed the feedback which had been provided and discussed the ways in which the employment and skills offer could be better promoted and made more accessible.

**Resolved:**

- (i) That the delivery of the employment and skills programme be noted.
- (ii) That the Panels comments on the impact and lessons from the Work

Wellness pilot be noted and referred to the Inclusive Growth and Public Policy Panel.

## **8. Strategic Insight:**

### **(a) Labour Market Information**

The Panel was provided with an update on progress on the LEP's labour market intelligence programme for 2019/20.

The Panel discussed the findings and noted that the Leeds City Region was in the low skills equilibrium quadrant with a low supply and a low demand for skills and less of a chance that business would look to upgrade the skill of their employees.

Members discussed ways to address the structural challenge in the region and the aim to move towards a high supply and high demand for skills. One suggestion revolved around promoting demand by improving the standard of businesses in the region as well as the importance of job creation through inward investment.

The Panel also discussed issues around inclusion and the necessity to ensure that all areas of the region benefitted from upskilling. Members also raised the need for a targeted approach to areas of the City Region.

Panel members reflected on the changing profile of apprentices and the fact that the average age of apprentices had increased and apprenticeships had become more skilled.

Feedback from the Panel was to be incorporated into the final report prior to its publication in October.

#### **Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the Panel's comments and suggestions be noted.

### **(b) Local Industrial Strategy**

The Panel was provided with an update on the development of the Local Industrial Strategy (LIS) and the emerging draft priorities.

The Panel noted the upcoming milestones for the Local Industrial strategy with drafting and testing to take place in October / November and submitted to Government in December 2019.

Members discussed the emerging draft priorities and the importance of regional distinctiveness. The Panel also noted the need to address the grand challenges which had been identified by Government.

Panel members discussed the challenges involved in the people aspect of the LIS including early year's education, boosting the progression of women in the workplace, and improving the use of the apprenticeship levy. Members also discussed the importance the role that the voluntary sector could play in this strand of the LIS and the importance of inclusivity. Members were informed that the document was a work in progress and to get in touch with officers if they had any further comments.

**Resolved:**

- (i) That the contents of the report be noted.
- (ii) That the Panel's comments and suggestions be noted.

**9. Talent Development**

**(a) Channel 4 / Digital Sector**

The Panel was provided with a progress report on the Channel 4 project and subsequent delivery outlining the Combined Authority and LEP's increased support for the creative and digital sector through both the Creative Industries Opportunity Programme and the Digital Inward Investment Fund.

Members were asked to write down their ideas regarding the opportunities around Channel 4 for officers to collate and these would be fed back at a later date.

**Resolved:**

- (i) That the progress on the delivery following the Channel 4 Investment decision be noted.
- (ii) That the progress on the Digital Inward Investment Fund be noted.

**(b) Skills Commission and Policy Insight**

The Panel was provided with an update of the Future-Ready Skills Commission.

The Panel discussed the main areas under the Commission's scope: technical education, careers information and inspiration and workforce skills.

The Panel noted that the Commission was due to move into a phase of defining the key principles of a Future-Ready Skills System before publishing an interim report in October, and final report in late Spring 2020. Members discussed the importance of getting the priorities right

as well as the role that the Skills Commission would play in the Local Industrial Strategy.

**Resolved:**

- (i) That the contents of the report to be noted.
- (ii) That the comments and feedback of the Panel noted.

**(c) Work Programme**

The Panel was presented with a report setting out a proposed forward agenda plan for the Employment and Skills Panel and was asked to consider the suitability of the forward programme and make amendments

It was suggested that the forward plan could be shared with members who were absent to ensure that their input could be considered.

**Resolved:** That the panel agreed the forward agenda plan.

**10. Date of the Next Meeting - 27 November 2019**

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**Report to:** Employment and Skills Panel

**Date:** 27 November 2019

**Subject:** **Employment and Skills Programmes**

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**Director(s):** Henry Rigg, Interim Executive Head of Economic Services

**Author(s):** Michelle Burton, Catherine Lunn, Danielle Choma, Michelle Hunter,  
Jane Green

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## **1 Purpose of this report**

- 1.1 The purpose of this report is to update the Panel on the progress of delivery of LEP-led employment and skills programmes in the Leeds City Region.
- 1.2 The Panel is asked for their help in raising awareness of the Apprenticeship Levy transfer service among their networks.

## **2 Information**

### School Partnerships

- 2.1 The **Enterprise Adviser Network** and the Combined Authority's Enterprise Coordinators are currently engaged with 182 (90%) of secondary schools and colleges. From April 2019 to September 2019 the network has delivered over 106,228 employer encounters and 12,594 employer encounters for pupil premium learners, 7,870 of whom have had at least two employer encounters as part of the network.
- 2.2 As reported at the last meeting, 16 projects have been awarded through the **Raising Aspirations pilot** to give schools and colleges the opportunity to trial innovative approaches to supporting their most disadvantaged young people. These projects will support 6500 disadvantaged pupils to have multiple encounters with local employers with a focus on employers in skills shortage sectors. The projects awarded will deliver the outputs by July 31st 2020. An independent evaluation will assess the impact of these projects including case studies on what behaviour change has taken place with the pupils benefitting from the project.

- 2.3 The Kirklees **Careers Hub** is making good progress in supporting hub schools and colleges to achieve the Gatsby benchmarks of good careers guidance. The average number of benchmarks achieved by the 33 secondary schools and two colleges in the Hub is 4.27, against a national average of 3.9. This includes six secondary schools fully achieving all Gatsby benchmarks, of only 99 nationally.
- 2.4 The **Special Educational Needs and Disability** (SEND) Hub officially launched in September 2019. The hub is geographically based in the bordering local areas of Calderdale, Leeds, Wakefield and York and includes 29 schools. Two key themes have been identified for the Careers Hub with a focus on; improving positive destinations and increasing employer engagement. The Hub will develop a joined up and collaborative approach, allowing more young people to gain access to the relevant support. Schools will share best practice with each other and will prepare students for employment by providing meaningful encounters. The aim is for students – who are currently significantly disadvantaged in the labour market – to make a successful transition into the world of work.

### Careers

- 2.5 In October the **FutureGoals** careers campaign re-launched as an all-age inspiration platform enabling individuals of all ages to access high quality Labour Market Information. The website <https://futuregoals.co.uk> now features a sector based presentation pack including inspirational videos from regional business role models, employer profiles and regional facts to inspire and support individuals to make better, more informed careers decisions.
- 2.6 In the first two weeks of re-launching the campaign, the website has reached over 500 new users and had over 4,000 page views. Resources have been distributed through the Leeds City Region Enterprise Adviser Network reaching 200 schools and colleges and 6 district level careers networks. A briefing session with local publically funded partners, careers providers and Universities will take place in early November to increase usage of FutureGoals resources within the local careers landscape.
- 2.7 The FutureGoals campaign re-launched at Skills Yorkshire along with the rollout of the **Creative Industries Toolkit** <https://futuregoals.co.uk/> sponsored by Burberry Foundation. The LEP sponsored a 'Creative Zone' which convened businesses from across the region into an interactive zone to inspire young people, teachers, parents and carers to consider careers in the creative sector, businesses from textile manufacturing, digital, gaming and screen were represented. This is the region's largest skills show aimed at young people, educators and parents and carers. The event was attended by 62 educational institutions and had over 5500 visitors over two days.
- 2.8 The Combined Authority's adult re-training programme, **[re]boot**, part-funded through European Social Funds (ESF), has commenced with delivery through West Yorkshire Consortium of Colleges and Leeds Trinity University.

The programme is targeting career changers, under- employed and unemployed graduates. It offers individuals over the age of 18 the opportunity to upskill, gain new qualifications and employment within shortage sectors, particularly Digital and Creative, Construction and Engineering.

- 2.9 Despite a delayed start, delivery is profiled to accelerate throughout the final quarter of 2019/20. The first courses have commenced through Bradford College and have focussed on digital skills and have engaged 41 individuals. A further 25 individuals are expected to enrol on a TV production course, entirely taught by industry professionals run through Leeds Trinity University in November.

#### Apprenticeships and Employment

- 2.10 The **Apprenticeship Grant for Employers** (AGE) programme will close to new applications in November 2019. As previously reported, applications for the grant have been lower than anticipated with only 26 applications being received in the final phase of which only 10 have been eligible for the grant so far. Final grants will be processed by the end of March 2020.
- 2.11 An important factor that has resulted in the recent low level of demand for the devolved AGE grant is a national shortage of core funding for SME (non-levy) apprenticeships (see section below).
- 2.12 As previously reported, during summer of 2019 the LEP/Combined Authority was contacted by a number of training providers who have reported that they are turning away non-levy paying businesses and potential learners (up to 300 in autumn 2019) because of a shortage of core apprenticeship funding. The Combined Authority has surveyed providers and found that the vast majority have run out of funding for SME apprenticeships, or are soon to do so. This issue was raised at the LEP Board July meeting and officers were charged with finding solutions for this issue in the immediate and longer term.
- 2.13 Further to the discussion at the LEP Board, the following approach has been taken to respond to the issue over the summer period:
- Large (levy-paying) companies have been approached directly, prioritising those that the LEP/CA is already engaging with/supporting to seek and support transfers of any unspent levy;
  - On a pilot basis, provide a brokerage service between levy-paying employers and training providers for the purposes of levy transfer.
- 2.14 Although the biggest challenge has been identifying levy-payers with unspent funds, where these can be identified, the response has been very positive, with a key message about keeping money in the region really resonating. The vast majority of levy-payers weren't aware that they could transfer up to 25% of their levy to SMEs. A company has finalised levy transfer of £60k per annum for three years to support 12 engineering apprentices. Officers are working with a group of levy-payers to support 32 apprenticeships in a priority sector, with a value of £1.2m.

- 2.15 Following a successful pilot phase which has demonstrated levy-payers' willingness to engage in transfer and their need to be hand-held through this process, an impartial brokerage service has now been launched. The service is reaching out to a larger number of levy-paying companies to utilise up to 25% levy transfer opportunities to support SMEs and their apprentices. <https://www.the-lep.com/for-businesses/skills-and-training/apprenticeship-levy-support/>
- 2.16 The **LCR Employment Hub** programme, launched in January 2019, is being delivered in partnership with Local Authorities and will support over 6,000 young people aged 15-24 to access apprenticeships and employment. At the end of September 2019 the programme had:
- Engaged 892 15-24-year-old participants against a profile of 1,125 (79%). Of these 262, against a profile of 119 (220%), were recorded as being from ethnic minorities and 193 declared they had disabilities against a target of 92 (210%)
  - Engaged with 622 businesses against a target of 1029 (60%).
- 2.17 It is anticipated that the programme could be impacted by the funding issues reported above. Many companies being contacted by the programme are not prepared to commit to any form of additional/new recruitment or training in the current economic and political climate.

#### Skills for Business

- 2.18 As previously reported, the Combined Authority has submitted a bid for funding through a recent ESF Skills for Growth call, a decision is expected in autumn 2019. The proposed programme will support businesses to engage with the full breadth of the education landscape, and is currently progressing through the Combined Authority's internal approval process.
- 2.19 Officers of the Combined Authority are working closely with the West Yorkshire Consortium of Colleges to ensure that its ESF funded skills programmes respond to current economic challenges and opportunities, in particular:
- Supporting businesses to prepare for Brexit through export training and cross-referrals to the broader business support offer;
  - Developing an editor training offer, to support local companies to take advantage of the opportunities associated with the relocation of Channel 4's national headquarters to Leeds City Region

#### Work Wellness

- 2.20 The Work Wellness pilot project continues to be an extremely popular and valued addition to the Medical Centre Team and their patients. This quarter has seen an increase of clients successfully moving on into employment, education and training. 344 Clients have been supported since the start of the project of whom only 40 of these actually required a GP/Medical appointment.

- 2.21 As indicated at the last meeting, the evaluation of the Work Wellness social prescribing model in York will be considered by the next meeting of the Inclusive Growth and Public Policy Panel.

### **3 Financial Implications**

- 3.1 There are no financial implications directly arising from this report.

### **4 Legal Implications**

- 4.1 There are no legal implications directly arising from this report.

### **5 Staffing Implications**

- 5.1 There are no staffing implications directly arising from this report.

### **6 External Consultees**

- 6.1 No external consultations have been undertaken.

### **7 Recommendations**

- 7.1 The Panel is asked to note and comment on the progress of delivery of employment and skills programmes in the Leeds City Region.
- 7.2 The Panel is asked for their help in raising awareness of the Apprenticeship Levy transfer service among their networks.

### **8 Background Documents**

None.

### **9 Appendices**

None

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**Report to:** Employment and Skills Panel

**Date:** 27 November 2019

**Subject:** **Skills Advisory Panel governance arrangements**

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**Director(s):** Alan Reiss, Director of Policy and Strategy

**Author(s):** Elizabeth Davenport, Peter Glover

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## **1. Purpose of this report**

- 1.1. This report seeks approval for proposed changes to the governance arrangements of the Employment and Skills Panel to reflect the requirements of its Skills Advisory Panel remit.

## **2. Information**

- 2.1. Skills Advisory Panels (SAPs) have been initiated by government and their purpose is to bring together local employers and skills providers in order to develop a shared understanding of local skills needs and to define clear skills priorities. These deliberations are under-pinned by an evidence-based approach grounded in high quality labour market analysis.
- 2.2. At the Employment and Skills Panel meeting of the 28 February 2019 it was agreed in principle that the ESP should take on the SAP functions as part of its existing remit, since they were largely within the scope of its role, and the terms of reference for the Panel were subsequently amended by the Combined Authority to reflect this. Small changes to the governance arrangements of the ESP, including the addition of a voluntary sector representative to the Panel, were also agreed.
- 2.3. As part of a formal review of each LEP's approach to SAP implementation, the Department for Education has provided feedback on our proposed governance arrangements and identified two further areas where it believed action was required to meet the standards set out for SAPs. For Leeds City Region these were as follows:

- I. More detail to be included in the ESP's Terms of Reference or an appendix to this, regarding the specific SAP responsibilities that the ESP will undertake.
  - II. There is a need for more education and training providers to be members of the Panel to inform the skills discussion and to provide a better balance with the number of employer and local government representatives. Providers also need to be voting members to give them equal status to employer members.
- 2.4. There are currently 6 employers, 8 councillors and 4 non-voting education and training providers represented on the Employment and Skills Panel. Our recently appointed representative from the voluntary and community sector is also closely involved in education and training.
- 2.5. DfE have accepted that these issues may be addressed as follows
- I. **ESP to approve a protocol that clarifies the ESP's role and responsibilities as a Skills Advisory Panel.** This can be approved with immediate effect by the Panel and further adapted, amended or developed by the ESP as and when required. The text of the proposed protocol is provided as appendix A to this paper.
  - II. **To revise the current membership of ESP to include two additional education and training provider representative as a non-voting member.** DfE have accepted that the current practice is to appoint non-voting representatives of organisations, rather than individuals themselves, which provides the organisations with a degree of flexibility in terms of who attends. They have also noted that in practice to date decisions have been made by consensus rather than by a formal vote.
- 2.6. It is proposed that the additional members be appointed from the membership of the Leeds City Region Skills Network, with Nav Chohan, who is chair of the Network, to advise on the appropriate process for making these appointments.

### **3 Financial Implications**

- 3.1 There are no financial implications directly arising from this report.

### **4 Legal Implications**

- 4.1 The membership of the ESP is a matter to be determined by the Combined Authority.

### **5 Staffing Implications**

- 5.1 There are no staffing implications directly arising from this report.



## **6 External Consultees**

- 6.1 No external consultations have been undertaken.

## **7 Recommendations**

- 7.1 It is recommended that Employment and Skills Panel members approve the draft protocol setting out the ESP's specific responsibilities with regard to its role as the Skills Advisory Panel for Leeds City Region.
- 7.2 It is also recommended that ESP recommend that the Combined Authority revise the membership of ESP to include 2 additional non-voting members who will represent education and training providers.

## **8 Background Documents**

None.

## **9 Appendices**

Draft protocol setting out the Employment and Skills Panel's specific role and responsibilities as a Skills Advisory Panel.

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## Appendix A

### **Protocol of the Employment and Skills Panel: Responsibilities as a skills advisory panel.**

In carrying out its role as skills advisory panel to the Leeds City Region Local Enterprise Partnership, the Employment and Skills Panel (the Panel) has the following responsibilities:

#### **1. Accountability and transparency**

To adhere to all relevant governance requirements of the West Yorkshire Combined Authority (the Combined Authority) and the LEP, including:

- the Procedure Standing Orders (including the Access to Information Annex);
- Members' Codes of Conduct,
- the Conflicts of Interest Policy, and
- the Conflicts of Interest Protocol.

All members of the Panel when acting in that capacity should have regard to, act in accordance with, promote and support the Nolan Principles of public life.

These principles are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

A non-voting member of the Panel should disclose at the meeting any potential conflict of interest arising in respect of a matter where

- they stand to make a personal financial loss or gain from the decision; or
- their employer stands to make a financial loss or gain from the decision which is in any way substantially different from any other employer in their sector.

Any interest disclosed at the meeting will be recorded in the minutes of that meeting.

#### **2. Understanding skills need**

To develop a clear understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the Leeds City Region by:

- producing robust and authoritative evidence-based skills and labour market analysis which clearly identifies existing local skills and employment challenges, and identifies key areas of future needs relating to projected local employment growth areas,
- developing a sophisticated understanding of both the local labour market and skills provision in the local area, the extent to which labour mobility within, or into, a local economy can address skills needs, and the projected gaps between skills needs and skills provision,
- building knowledge of the range of both local, regional and national employment provision that exists or is planned,
- presenting the analysis to the LEP Board and the Combined Authority and sharing it with the wider employer and provider communities to ensure that their

perspective on the local labour market and local employment and skills system is reflected in the prioritisation the LEP Board takes forward,

- providing analysis to inform the development and the implementation of the 'People' element of the Leeds City Region Local Industrial Strategy.

### **3. Understanding wider dependencies**

To understand the wider dependencies in the local area and (working together with other panels of the LEP Board and Combined Authority) to:

- link them to the skills and employment analysis as well as strategic plans
- ensure the 'People' element of the Leeds City Region Local Industrial Strategy is integrated effectively with the wider work of the LEP and the Combined Authority

### **4. Links to Careers Advisory services**

To work closely with careers advisory services (National Careers Service and Careers Enterprise Company) to ensure that potential learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information. This will involve the Panel working with:

- the Careers & Enterprise Company's Enterprise Advisor Network, based in the LEP, to ensure that the Panel's analysis is shared through the network and informs the activities they support locally, and
- the National Careers Service area-based contractors to ensure that the Panel's analysis is embedded into advice and guidance given to adults.

### **5. Raising the profile of apprenticeships**

To raise the profile of apprenticeships with local employers and providers.

### **6. Advising on employment support provision**

To advise where skills and labour market resource should be directed to support local employers and residents, using the Panel's understanding of existing employment support provision in the local area and the needs of the local labour market.

### **7. Sharing analysis and best practice as widely as possible**

To share analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels, to learn from each other and tackle wider skills challenges.

## **8. Co-ordinating local skills providers**

To co-ordinate of local skills providers by:

- fostering co-operation between providers in mix of provision
- actively working with a range of local providers (Further Education, Higher Education and independent) to plan for how the skills needs are to be met
- encouraging local providers to reflect the Skills Advisory Panel analysis when planning for T Levels implementation and delivery, and for the Skills Advisory Panel analysis to inform the investments that are made in the provider base to prepare for T Levels roll-out.

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