

**MINUTES OF THE MEETING OF THE
EMPLOYMENT AND SKILLS PANEL
HELD ON WEDNESDAY, 4 MARCH 2020 AT ASPIRE-IGEN GROUP
LTD, OPPORTUNITY CENTRE, 21-27 CHEAPSIDE, BRADFORD, BD1
4HR**

Present:

Rashik Parmar MBE (Chair)	IBM
Simon Barratt	Barog Games Lab
Martin Booth	Witt UK Gp
Councillor Ian Cuthbertson	City of York Council
Councillor Susan Hinchcliffe	Bradford Council
Nav Chohan (Advisory Representative)	Leeds City Region Skills Network
Mike Curtis (Advisory Representative)	NHS Yorkshire & Humber
Professor Margaret House (Advisory Representative)	Leeds City Region Skills Network
Dr Peter O'Brien (Advisory Representative)	Yorkshire Universities
Colin Booth (Advisory Representative)	Leeds City College

In attendance:

Michelle Burton	West Yorkshire Combined Authority
Lindsey Daniels	West Yorkshire Combined Authority
Peter Glover	West Yorkshire Combined Authority
Sonya Midgley	West Yorkshire Combined Authority
Diana Towler	Department of Work and Pensions
Janette Woodcock	West Yorkshire Combined Authority
tina williamson	Department of Work and Pensions

18. Apologies for absence

Apologies for absence received from Cllr Darren Byford, Nick Bowen, Mark Roberts, Amanda Stainton, Alex Miles, Sam Alexander, Sue Soroczan and Merran McRae.

19. Declarations of disclosable pecuniary interests

20. Exempt Information - Exclusion of the press and public

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

public.

21. Minutes of the meeting of the Employment and Skills Panel held on 27 November 2019

That the minutes of the meeting held on 27 November 2019 be agreed and signed by the Chair.

22. Chair's Update

The Chair welcomed members and attendees to the Aspire I-gen offices and thanked Caroline Harrison, CEO for opening the space for the meeting, following which Caroline said a few words about Aspire I-gen and the work that they do.

At the meeting on 16 January, the LEP Board agreed to change the geography so that from 31 March 2020 onwards, the LEP will formally cover the districts of Bradford, Calderdale, Kirklees, Leeds and Wakefield and will continue to be known as the Leeds City Region.

The Board agreed to seek strong partnership arrangements with neighbouring LEP's and partner authorities (namely Barnsley, Craven, Harrogate, Selby and York to ensure that the Region's economic priorities continue to be delivered and future investment is aligned to create the greatest possible benefits to all.

23. Employment and Skills Programmes

The Panel was presented with a report to update on the progress of delivery of LEP-led employment and skills programmes in the Leeds City Region and was asked to note and comment on the progress of delivery

Resolved:

- (i) That the contents of the report be noted.
- (ii) That comments from the Panel be noted

24. Policy Updates

The Panel was presented with a report to update on policy items relating to employment and skills in the Leeds City Region clarifying the structure and hierarchy of the planned policy work and was asked to consider the proposal for an Employment and Skills Plan. The Panel was also asked to consent on the ongoing overall approach.

Resolved:

- (i) That the contents of the report be noted.
- (ii) That the Panel consented to the ongoing overall approach to strategy and policy issues and the proposal for a revised Employment and Skills Plan.

25. Digital Framework and analysis of local digital offer

The Panel was presented with a report to share the headline findings on behalf of the Leeds City Region Digital Board and was asked to consider and comment on the findings of the analysis work and the recommendations highlighted by the Digital Board. The Panel was also asked to support the areas of focus for future work as part of the overall package of skills policy work being undertaken by the LEP.

Resolved:

- (i) That the contents of the report be noted.
- (ii) That the comments of the Panel and support for the areas of focus for future work be noted.

26. Adult Education Budget

The Panel was presented with a report to update on the purpose of the Adult Education Budget (AEB), the national funding priorities which determine its use and an overview of the current practice and impact in the Leeds City Region.

Resolved:

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

27. Date of Next Meeting

The next meeting of the Employment and Skills Panel will be held on 19 June 2020 which has been changed from 19 May 2020.