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**Report to:** Employment and Skills Panel

**Date:** 23 February 2021

**Subject:** **Local Skills Report**

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

- 1.1 To update Panel members on the process for producing the Local Skills Report.
- 1.2 To highlight the opportunity for Panel members and partners to contribute content to the report.
- 1.3 To highlight arrangements for sign-off of the report by the Panel.

## **2. Information**

- 2.1 Local Skills Reports are intended to set out each area's unique skills landscape and skills needs. They also cover progress on skills-related activities and set out how local partners can support local skills plans. They are required to present information in a consistent way across all Skills Advisory Panels (SAPs). The overall aim is to maximise SAPs' influence, engage local partners and feed intelligence into central government and the national-level Skills and Productivity Board (SPB).
- 2.2 The LEP is required to publish a Report under its current Memorandum of Understanding with the Department for Education by the end of March 2021. The Local Skills Report should serve as a useful position statement on the Leeds City Region skills system as we enter a period of change in local structures arising from the proposals contained in the White Paper.

### Content of the report

- 2.3 The following table provides an overview of the required structure and content of the report as set out in the Department for Education guidance. The content will largely draw on and summarise existing material such as the

Leeds City Region Employment and Skills Plan, Labour Market report plus material supplied by partners relating to their skills activities.

<b>Content</b>	<b>Description</b>
1 Foreword	A foreword by the SAP Chair providing their personal reflections on the SAP's progress and summarising the main points of the report.
2 Skills Advisory Panels- Introduction	An overview of the governance and geography of the specific SAP area alongside information about the SAP programme more broadly
3 Skills strengths and needs	A summary of the SAP's skills landscape, key skills needs and any unique geographic or socioeconomic features. A summary with an accompanying hyperlink can be used if this information is already published elsewhere.
4 Skills strategy	An outline of how the SAP intends to prioritise its skills needs. A summary with an accompanying hyperlink can be used if this information is already published elsewhere.
5 Skills action plan	An overview of the skills actions the SAP intends to take in the local area to address its skills priorities. A summary with an accompanying hyperlink can be used if this information is already published elsewhere.
6 Assessment of progress	A critical look at progress made against the SAP's skills strategy and action plan. Includes a reflection on key achievements and any challenges they have faced.
7 Case studies / positive impact stories	An opportunity for the SAP to share success stories, case studies that show how skills mismatches are being addressed and highlight examples of businesses being attracted to the area because of its skills base and/or strategy for the future.
8 Looking forward	Draws together the thinking from across Chapters 4, 5 and 6 and provides a clear message for providers and employers on how they can support the local skills agenda.

- 2.4 Since we are seeking to capture information about the work of organisations from across the local employment and skills system, we have invited partners to submit contributions to inform the content of the report, including examples of case studies. We have received a positive response and the material will be incorporated into the report as appropriate, particularly within sections 6 and 7. However, there is still an opportunity for members of the Panel and other colleagues to submit content (particularly case studies) which we will consider for inclusion.

#### Sign-off

- 2.5 The Department for Education's guidance indicates that SAPs are expected to obtain SAP Chair sign off on their Local Skills Reports. For Leeds City Region

this equates to sign off by the Chair and wider membership of the Employment and Skills Panel, which serves as the Skills Advisory Panel for the local area.

- 2.6 The LEP is required to share a draft of the Local Skills Report with the Department for Education for their review. Once this review has taken place, we propose to share the report by email with Panel members for their review and sign-off. We expect that the draft document will be circulated in early March to allow time for any feedback to be reflected in the draft document prior to it being finalised.

### **3. Tackling the Climate Emergency Implications**

- 3.1 The report will set out details of the progress we have made in addressing the climate emergency through action on employment and skills.

### **4. Inclusive Growth Implications**

- 4.1 The report will set out details of the progress we have made on inclusive growth with specific reference to the employment and skills agenda.

### **5. Financial Implications**

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

### **6. Legal Implications**

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

### **7. Staffing Implications**

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

### **8. External Consultees**

- 8.1 Stakeholder organisations have been consulted on the Local Skills Report.

### **9. Recommendations**

- 9.1 To note the structure and content of the report.

- 9.2 To note the process and timescales for production and publication of the report.

- 9.3 To note the opportunity to submit content for inclusion.

### **10. Background Documents**

None.

## **11. Appendices**

None.