**Cheshire and Warrington Local Enterprise Partnership Board Meeting**

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| **Agenda Item:** | 9b |
| **Subject:** | Minutes of Employers Skills and Education Board Meeting on 17 April 2019 |
| **Author:** | Pat Jackson |
| **Date:** | 15 May 2019 |

**1. WELCOME AND INTRODUCTIONS**

Clare Hayward welcomed everyone to the meeting. A list of attendees and apologies is at Annex A.

Chris Doherty, Managing Director of Alderley Park also welcomed Members to Alderley Park and gave a short presentation about the development of Alderley Park.

**2. DECLARATIONS OF INTEREST**

Clare invited Members to declare any interests. The following standing items were noted:

* Paul Colman – involvement in the development of the Pledge partnership network across Cheshire and Warrington.
* Clare Hayward – working for Cirrus recently named the best leadership and management/HR Consultancy at the CIPD Management Awards. Cirrus now offer apprenticeships as part of their overall service to businesses.

**3. NOTE OF MEETING HELD ON 20 MARCH 2019**

The note of the last meeting on 20 March was agreed.

4. **ANNOTATED ACTION LIST FROM 20 MARCH MEETING**

The annotated action list of actions was reviewed and updated (Annex B). The following points were noted.

**4.1 Virtual Institute of Technology/Skills for Growth**

Clare Hayward, Phil Atkinson and Dhesi reported that that had met with Charlie Woodcock and Maud earlier in the day to follow up the concerns expressed by Members at the meeting on 20 April. They reported that they were now more reassured around the issues of additionality and the planned Dynamic Procurement System and noted that although there was some slippage in the DWP appraisal process it was going to be possible to extend the end date of the project to reflect the delayed start date.

Members now wanted to focus on understanding the costs and proposed staffing structure to ensure the right staff are in place to deliver the investment programme as effectively as possible. Members were particularly keen to ensure a strong focus on working with employers to aggregate demand for training. They also wanted to understand who was leading the project and wanted reassurance that the approach would be flexible as the needs of employers were identified and then changed over time – particularly in terms of digital skills.

Members asked to see:

* the proposed job descriptions. **ACTION Pat Jackson/Maud Duthie**
* the terms of reference of the Management Board**. ACTION Pat Jackson/Maud Duthie**
* access to the DPS portal. **ACTION Pat Jackson/Maud Duthie**
* Customer journeys **ACTION Maud Duthie**

**4.2 Pledge Partnership**

Trevor Langston summarised progress to date:

* The European Social Fund funding agreement between the Youth Federation and DWP has now been signed.
* Service Level Agreements between Youth Federation and the LEP, Warrington and Co and the Skills and Growth Company were currently being prepared
* Another Careers and Enterprise Coordinator had been appointed – this meant that 2.8 Full Time Equivalent Careers and Enterprise Coordinators would be working with secondary schools across Cheshire and Warrington.
* The first meeting of the Pledge Management Board was being planned (now confirmed for 21 June at Alderley Park).
* Interviews were scheduled to recruit 2 youth workers and 4.4 FTE facilitators. The facilitators would work with local employers and develop a coherent programme of business focused activities for local schools.

It was noted that Paul Colman, Paul Taylor and James Richards would join the Pledge Partnership Management Board. James would also be a member of the Digital Skills Partnership Board.

Clare Hayward noted that at the last LEP Board it had been agreed that the 3 local authorities would identify one person to represent them on the Management Boards for the Pledge, Digital Skills Partnership and Virtual Institute of Technology/Skills for Growth Programme. Pat Jackson was asked to liaise with the local authorities to confirm the nominated local authority representative for each Management Board. **ACTION Pat Jackson.**

It was also agreed that there should be one representative from the Colleges on the Pledge Partnership Board, and it was suggested that Rachel Kay as Dhesi’s current deputy on the Employers’ Skills and Education Board should be invited to join the Management Board. **ACTION Trevor Langston DONE**

Trevor reported that the recent bid to the Careers and Enterprise Company by the Pledge for pilot work in primary schools had failed but there was a growing enthusiasm from primary schools to be involved in the Pledge. There may be an opportunity to submit another bid in 6 months. This might build on the current Primary College that is run annually by Cheshire College South and West. It was agreed that Dhesi would share the date of the next Primary College with Members. **ACTION Dhesi**

**4.3 Data and Intelligence**

Clare Hayward and Pat Jackson reported back on a recent meeting of an Employers’ Skills and Education Board subgroup who had reviewed the data and intelligence and measures of success needed to monitor progress. A series of slides summarised the work to date – with the final one-page slide (Annex C) including the key measures. It was agreed that it was important to establish benchmarks and SMART targets for each key measure.

It was also agreed that the Pledge Board would do further work to develop an underpinning one-page slide that summarised the key measures, enablers and stakeholders for the Pledge. **ACTION Trevor Langston**

Pat Jackson reported that a meeting was arranged for 1 May with all the local colleges to review the data and labour market intelligence that the college need to inform their curriculum and then to consider how the LEP might invest the £75 K allocated by DfE to support the Skills Advisory Panel role in developing clearer links between the training and education available and the skills and education needs of the local labour market. It was important that the LEP funds should add value and fill any gaps in the work already undertaken by the colleges and local authorities.

A meeting would also be arranged for a similar discussion with local authorities and then all the issues identified and proposed next steps could be reviewed at a workshop involving all key stakeholders. **ACTION Pat Jackson**

4.4 **Digital Skills Partnership**

Pat Jackson reported that the launch of the Digital Skills Partnership was planned for 15th May at Jodrell Bank. All Members had been invited. Maggie Philbin would be the key note speaker and the event was an opportunity to:

* Launch the Digital Skills Partnership
* Showcase current digital expertise
* Identify key stakeholders who wanted to be involved in the work of the Digital Skills Partnership and call for Digital Champions.

It was suggested that the event should explain clearly to all participants:

* What is the Digital Skills Partnership?
* What is it for?
* How does it help me?

It was also suggested that the event should include a poster of the one-page slide already developed (Annex C). This would put the Digital Skills Partnership into the wider context of the work of the Skills and Education Board.

4.5 **Update on the LEP Board/Sub Committee Recruitment Exercise**

Pat Jackson reported that the recruitment exercise was underway and the first phase would cover recruitment to the main LEP Board- to be completed mid-May, followed by recruitment to subcommittees.

5. **LOCAL GROWTH FUND**

The consultation on how best to invest the £5million skills Local Growth Fund had been issued and the deadline for responses is 1 May.

It was agreed that the LEP would do the first sift of responses and then a sub-group would be formed to prioritise the responses. It was suggested that the sub-group should include:

* Richard Caulfield (Association of Colleges)
* United Utilities
* James Richards
* DCMS
* LEP Board Member

**ACTION Pat Jackson**

**6. SOCIAL VALUE**

James Richards presented a series of slides (Annex D) explaining the growing importance of being able to demonstrate the social value of investments.

In the subsequent discussion it was noted that the social value had to relate to the longer-term changes facilitated by the investment not the direct impact.

It was suggested that the Pledge partnership should consider how to measure the social value associated with the Pledge project. Trevor agreed to follow up on this. **ACTION Trevor Langston**.

**7. ANY OTHER BUSINESS**

**7.1 Period of the membership of the College Representative**

It was suggested that the term of office of the college representative should be extended to 2 years rather than one year – this would enable the representative to develop a better understanding of the issues.

**7.2 Date of next meeting**

Clare Hayward noted that the 15th May meeting had been replaced by the launch of the Digital Skills Partnership and Clare was not sure if she would be able to attend the 19 June meeting. Clare requested that the timing of the meeting should be changed to 14.00 to 16.00 hrs.

The meeting closed at 15.30 hrs.

**EMPLOYERS SKILLS AND EDUCATION BOARD MEETING ON 20 APRIL 2019 Annex A**

The following members of the Employers’ Skills and Education Board attended the meeting:

* Clare Hayward
* Phil Atkinson (Daresbury)
* Dhesi Jasbir (Cheshire College South and West – representing FE Colleges)
* James Richards (Network Rail)
* Pat Jackson (LEP)

The following also attended the meeting:

* Trevor Langston Pledge Partnership/LEP
* Maud Duthie University of Chester
* Michelle Pickering LTE

**Apologies**

* Julia Teale (Bentley Motors)
* Paul Colman (South Cheshire Chamber)
* Paul Taylor (Taylor Estates)
* Nicola Merriman (National Skills Academy Nuclear)
* Mark Temple (Lloyds Banking Group)
* Howard Sloane (Essar Oils)
* Mark Livesey (LEP)
* Jenny Clucas (Cogent)

**Copied for Information to:**

* Martin Wood (BEIS)