**Note of Employers Skills and Education Board Meeting on 13 June 2018**

**1. Welcome and Introductions**

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

Clare noted that Pat Bacon has stood down from the Employers’ Skills and Education Board as her term of office as a Member of the Leighton Hospital Trust Board has just ended.

Clare also welcomed Ian Cottrill from Franklyn Financial Management Ltd. Ian was attending the Board meeting with a view to becoming a Member. Clare noted that Ian’s employment with a small business in the financial services sector would bring some additional skills and knowledge to the Board.

**2. Declarations of Interest**

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

* Paul Colman – involvement in the development of the Pledge partnership network across Cheshire and Warrington
* David Brennan – supporting South Cheshire Chamber in the development of the Pledge network
* 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 Last Meeting on 30 April 2018 and Matters Arising**

The note of the last meeting of the Employers’ Skills and Education Board on 30 April was reviewed and agreed.

At the last meeting Mark Livesey had agreed to provide a list of all the projects receiving investments of European Regional Development Funds. Pat Jackson tabled the list and asked Members to note that the information was provided on the basis that Members respected the ‘commercial in confidence’ classification of the project list.

As a follow-up to the presentation of apprenticeship data at the last Employers Skills and Education Board meeting, Pat Jackson tabled a graph showing the apprenticeship starts by Framework/qualification over the last four years in Cheshire and Warrington .

**4. Cheshire and Warrington’s Institute of Technology**

**4.1 Naming** **Cheshire and Warrington’s Institute of Technology**

Clare invited Paul Taylor, Julia Teale and Phil Atkinson to report back on their discussions to identify the most appropriate name for the Institute of Technology in Cheshire and Warrington.

Paul tabled a set of logos which Paul, Julia and Phil had developed in response to the discussions at the last Employers’ Skills and Education Board.

Members identified a preferred option but agreed that the logos should be market tested further. As a result:

* Julia Teale agreed to test the logos with her Apprentices’ Council.
* Clare Hayward agreed to ask Marketing Cheshire for their views and to test the views of the LEP Board.
* Pat Jackson also asked the Pledge to test the views of the group of young people taking part in Pledge activities over the next few days.

The results of this testing would be fed back to Clare with the aim of reaching a decision on the name before the next Employers’ Skills and Education Board meeting. **ACTION: Clare Hayward**

**4.2 Proposed Delivery Models, Funding Options and Strategic Delivery Partners**

David Brennan provided some background to the funding model which has operated in the first half of the Structural Funds Programme where the European Funds are matched/co-financed with funds administered centrally by the Department for Education (DfE), and partners do not need to contribute their own match funding. Until recently we had been informed by DfE that this option would not be available for the second half of the programme and we had therefore been working with local partners to identify eligible local funds to match the European Funds.

Over the last month the Department for Education/Education Skills Funding Agency (ESFA) have announced the intention to extend their match funding offer into the second half of the programme for investment priorities 1.1, 1.2, 14 and 2.1. This provides partners with two options – open calls run using local match funding or ESFA ‘co-financed’ calls.

David presented a series of slides in which he summarised the relative merits to the Cheshire and Warrington Institute of Technology of the two options as follows:

**Open Calls Model:**

* Partners write the specification to reflect local, strategic priorities
* Partners able to exert some control over the bidding process
* The model could be employer-led
* High risk to delivery if matched funding proves difficult to find

**ESFA Co-financing Model**

* National specification
* Limited control of the process by local partners
* Provider-led
* Lower risk

David also advised that Department for Work and Pensions have informed us that we could explore both options and only use the co-funding model if local matched funding is not forthcoming.

David noted the types of services that an open call could offer subject to state aid rules. He also explained that the open call could include using the European Funds to match the apprenticeship levy and private sector investments in training.

Members noted that adopting this approach to the open call would help to reduce the risk to the open call option of relying entirely on matching the apprenticeship levy at a time when the take up of the levy over the last year has reduced significantly.

It was agreed that a follow up meeting would be arranged with David Brennan - if possible to involve Julia Teale, Margaret Cheshire, Victoria Burston and Clare Hayward, to talk though the funding model in more detail. **ACTION: Pat Jackson to organise – teleconference organised for 4 July.**

David Brennan explained that a bid for European Structural Funds would need to identify the key training providers as ‘strategic delivery partners’. He asked the employers to inform him of key providers that they currently use – including those outside Cheshire and Warrington. **ACTION: All Members.**

Clare Hayward also asked Members to inform David Brennan of any training needs that they are currently unable to address because of the lack of suitable provision. **ACTION: All Members**

Pat Jackson tabled a paper **(Annex E)** that summarises the key objectives of Cheshire and Warrington’s Institute of Technology. The paper is intended to reflect the latest discussions with Members. Pat asked Members to review the paper and provide her with any revisions. **ACTION: All Members**

Pat also tabled a summary table **(Annex F)** of the training needs identified by key groups of employers. The table builds upon the information originally provided by Margaret Cheshire for the Energy Sector. Pat noted that she was still expecting contributions from a number of employer groups and asked Members to review Annex F and provide her with any comments or revisions. **ACTION: All Members by 22 June 2018**

Phil Atkinson agreed to circulate Annex F to his advanced manufacturing/digital group of employers and invite them to identify any additional training needs. **ACTION: Phil Atkinson**

Clare also agreed to consider other employer groups that might be consulted. **ACTION: Clare Hayward and Pat Jackson**

**4.3 Data Analysis Needs and Communications Hub**

It was agreed that these items would be deferred to the next meeting**.**

**5. Putting Employers at the Heart of Inspiring and Informing Young People, Parents, Teachers and Youth Workers and Individuals Seeking Work or Seeking to Progress in Work**

Clare Hayward invited Trevor Langston to provide an update on the development of the Pledge.

Trevor explained that the Crewe, Macclesfield and Middlewich Pledges continue to develop with the limited funding that is currently available. Trevor noted that over the last few months funding has already been identified to fund an additional two Enterprise Co-ordinators. The way in which these individuals will work across Cheshire and Warrington with the wider Pledge partnership is currently being discussed.

Trevor also noted that partners are currently working with him to develop a bid for European Funds. The bid would focus on community work with young people outside school as well as with schools.

Trevor emphasised the need to ensure that employers are at the heart of the decision-making processes within the Pledge and invited Members to suggest individual business people who might be invited to join the Governing Board. Trevor was particularly interested in identifying smaller businesses as well as the larger corporates.

Members asked Trevor to send them the following information:

* Proposed governance structure
* Proposed membership of Governing Board in terms of representation from key sectors and key geographies
* Terms of reference of the Governing Board

**ACTION; Trevor Langston**

Ian Cottrill also spoke of his very positive experiences of working with the Pledge

**6. European Social Funds Timeline**

Mark Livesey informed Members that the invitation to bid for investment funds for Priority 1.1 and Priority 2.2 would be issued by the Department for Work and Pensions (DWP) later in the day and calls for investments in Priorities 1.2, 1.4 and 2.1 were due to be issued week beginning 2 July.

Mark noted that DWP were keen to work with us to attract larger more strategic investments.

**7. Future Role of Employers’ Skills and Education Board and Deputy Chair**

A copy of the terms of reference of the Skills and Education Board was tabled (Annex G). Clare Hayward noted that moving forward, the Employers Skills and Education Board would need to hold to account the Governance Boards of both the Pledge and the Institute of Technology.

Clare invited Members to review the terms of reference and suggest individuals who might be invited to join the Board. Clare also asked if Members were content for her to continue as Chair. This was confirmed.

Clare and Pat agreed to take these discussions off line and report back to the next Board meeting.

**7. Any Other Business and Date and Date of Next Meeting**

There was no any other business.

It was agreed that the next meeting scheduled for 11 July would be cancelled and the meeting scheduled for late September would be brought forward to early September. **ACTION: Pat Jackson – Done.**

**Next meeting now planned for 6 September 2018**

**The meeting closed at 15.30 hrs**

**EMPLOYERS SKILLS AND EDUCATION BOARD MEETING ON 30 APRIL 2018 Annex A**

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

* Clare Hayward
* Julia Teale (Bentley Motors)
* Paul Colman (South Cheshire Chamber)
* Margaret Cheshire
* Meredydd David
* Paul Taylor (Taylor Business Park)
* Phil Atkinson (Daresbury)
* Nicola Merriman (National Skills Academy Nuclear)
* Ian Cottrill (Franklyn Financial Management Ltd)
* Victoria Burston, representing Neil Warren (Jungheinrich)
* Mark Livesey (LEP)
* Pat Jackson

**Apologies**

* Neil Warren (Jungheinrich)
* Jim Carroll (Mobica)
* Carol Parkes (Lex Autoleasing/Halifax/Lloyds Banking Group)
* Jenny Clucas (Cogent)

**Also attending**

David Brennan (Advisor to LEP)

Trevor Langston

**Copied for Information to:**

* Lynne Williams
* James Richards (Network Rail)