

Public Document Pack



Thursday, 1 December 2022

To: Members of the MCA - Education, Skills and Employability Board and Appropriate Officers

You are hereby invited to a meeting of the South Yorkshire Mayoral Combined Authority to be held at **South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ**, on: **Monday, 12 December 2022 at 2.00 pm** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink that reads 'Martin Swales'.

Martin Swales
Chief Executive and Head of Paid Service

Member Distribution

Councillor Sir Steve Houghton CBE (Co-Chair)

Dan Fell (Co-Chair)

Councillor Lani-Mae Ball

Councillor Robert Frost

Kate Josephs

Kevin Kerrigan

Councillor Denise Lelliott

Councillor Martin Smith

Jim Dillon

Barnsley MBC

South Yorkshire LEP

Doncaster MBC

Barnsley MBC

Sheffield City Council

Sheffield Hallam University -
LEP Member

Rotherham MBC

Sheffield City Council

South Yorkshire MCA

MCA - Education, Skills and Employability Board

Monday, 12 December 2022 at 2.00 pm

Venue: South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ



Agenda

Agenda Ref No	Subject	Lead	Page
1.	Welcome and Apologies	Chair	
2.	Declarations of Interest by individual Members in relation to any item of business on the agenda The Monitoring Officer has, in accordance with the Constitution, granted a dispensation for the members of this Board who are also Members of the constituent Local Authorities relieving those Members from the restriction on participating and voting on Item 10 on this agenda by virtue of any pecuniary interest they have arising from their status at the constituent Local Authorities, on the grounds that the business of the MCA would be impeded without the dispensation.	Chair	
3.	Urgent items / Announcements	Chair	
4.	Public Questions of Key Decisions	Chair	
5.	Minutes from Last Meeting	Chair	5 - 10
6.	Matters Arising / Action Log	Chair	11 - 16
7.	South Yorkshire Bus and Coach Driver Training and Retention Programme Proposal	Adam Greenwood	17 - 22
8.	Multiply Contracting Approach	Adam Greenwood	23 - 28
9.	Skills Bootcamps - Wave 4	Adam Greenwood	29 - 32
10.	Adult Education Budget Policy Update	Adam Greenwood	33 - 64
11.	Careers Strategy Sub Group Proposal	Adam Greenwood	65 - 72

12.	Regional Skills Advisory Board Update	Angela Foulkes	Verbal
13.	Any Other Business	Chair	
Date of next meeting: Monday, 6 February 2023 at 2.00 pm At: South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ			

MCA - EDUCATION, SKILLS AND EMPLOYABILITY BOARD

MINUTES OF THE MEETING HELD ON:

WEDNESDAY, 26 OCTOBER 2022 AT 10.00 AM

**SOUTH YORKSHIRE MCA, 11 BROAD STREET WEST,
SHEFFIELD, S1 2BQ**



PRESENT:

Dan Fell (Co-Chair)	South Yorkshire LEP
Councillor Lani-Mae Ball	Doncaster MBC
Councillor Robert Frost	Barnsley MBC
Kate Josephs	Sheffield City Council
Kevin Kerrigan	Sheffield Hallam University - LEP Member
Councillor Denise Lelliott	Rotherham MBC
Councillor Martin Smith	Sheffield City Council
Jim Dillon	South Yorkshire MCA
Councillor Kevin Osborne (Reserve)	Barnsley MBC

IN ATTENDANCE:

Sue Sykes	Assistant Director - Procurement, Contracts and Programme Controls	SYMCA Executive Team
Roger Wilde	Senior Development Manager (Education & Skills)	SYMCA Executive Team
Sarah Pugh	(Minute Taker)	

APOLOGIES:

Cllr Sir Steve Houghton CBE	Barnsley MBC
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36 Welcome and Apologies

The Chair welcomed attendees to the meeting. It was noted that Professor Chris Husbands' term had now ended, and Professor Kevin Kerrigan was welcomed to the Board.

Apologies for absence were noted as above.

37 Declarations of Interest by individual Members in relation to any item of business on the agenda

The following declarations of interest were made by members:

- Cllr Kevin Osborne – Employed by Reed in Partnership

- Professor Kevin Kerrigan – Employer, Sheffield Hallam University is a participant in Skills Bank work
- Dan Fell – Employer Doncaster Chambers is involved in the development of the Skills Strategy

38 **Urgent items / Announcements**

None.

39 **Public Questions of Key Decisions**

None.

40 **Minutes from Meeting on 29th June**

RESOLVED: That the minutes of the meeting held on 29th June 2022 be agreed as a true record.

41 **Minutes from Meeting on 20th July**

RESOLVED: That the minutes of the meeting held on 20th July 2022 be agreed as a true record.

A question was asked on minute 34, and whether any meetings had taken place with providers not meeting 97% of their allocations. It was confirmed that these would be taking place in November.

42 **Matters Arising / Action Log**

RESOLVED: to note that all actions in the Action Log were now closed.

43 **Local Skills - Labour Market Information Report**

The Local Skills – Labour Market Information Report, a report that the Skills Area Network (SAN) is obliged to publish each year, was presented to the Board. The Report included findings that:

- The ageing population posed challenges for skills building in the general population, but also presented opportunities for young people
- Skills structures, employment rates and growth rates in South Yorkshire were in line with national figures
- Greater investment was needed from employers in the region into workplace skills
- Individuals in South Yorkshire were less likely to enter Higher Education than the national average
- Economic inactivity in South Yorkshire was lower than the national average
- South Yorkshire markets were more susceptible to external shocks, and didn't recover as quickly as other markets
- "Green" skills were in demand
- Since 2016 there has been a decline in employers offering apprenticeships, and a reduction in Adult Education Budget (AEB)

funding

The Board asked what the MCA would do differently following this report. A response was given that the following should be addressed in the Skills Strategy:

- Defining what green skills and green jobs are
- Building greater digital literacy in the region
- Working on the region's resilience to external shocks
- Building the offer of the Apprenticeship Hub
- Utilising the second round of the Strategic Development Fund
- Align the MCA's offers, rather than delivering many disparate activities
- Working with businesses to ensure a better take-up of skills training

ACTION: Councillor Ball offered to share work from Doncaster MBC on skills resilience and talent innovation with the Board.

A discussion was had around targeting businesses who do not traditionally engage with the MCA's offer, and how a market could be created for maintenance of green infrastructure, or new media industries, for example.

An update was also given on the SAN, which was established in 2020 to provide advice to bodies on skills provision, using funding from the Department for Education.

Angela Foulkes proposed combining the work of the SAN and the Skills Accelerator Board, and to report their work to the MCA Education, Skills and Employability Board. The Board welcomed this approach, with the intention that this combined group would deliver priority areas of research, work with employers to identify gaps in skills provision, and produce recommendations.

ACTION: Angela Foulkes to share a brief with the Board on combining these two groups.

The Board requested more frequent updates on the work of the SAN going forward.

ACTION: A standing agenda item for SAN updates to be added to future agendas.

ACTION: Angela Foulkes to share the Green Skills and Jobs Report with the Board.

RESOLVED: To note the findings and recommendations of the Labour Market Information Report.

ACTION: Local Skills Labour Market Information report to be published on the MCA Website.

(Angela Foulkes left the meeting.)

An update on the performance of programmes was presented to the Board, including:

- AEB
- Working Win, which the MCA was waiting for confirmation of another three years' funding for
- Multiply
- Careers Fund Network
- The Skills Bank, which had been successful and would be starting again in July 2023
- Gainshare programmes including the Skills Hub which had been delayed but to a lesser extent than was expected

It was noted that the programmes ran on different financial cycles. Therefore, an updated cycle of reporting was provided in the report, including that the December Board meeting would include a more detailed AEB Programme Update.

It was noted that there was an underperformance in procured provision, but that for this activity payment would only be made upon delivery.

In relation to this, an update was given on Adult Education Budget Policy. It was noted that the MCA had not been able to predict what local need would be following the pandemic, so the delivery of AEB activity in this year had not always been appropriate to need. Much of the provision offered has been too prescriptive and therefore not deliverable. Therefore, underspend in the Adult Education Budget was now intended to be used for other purposes, such as implementing relevant aspects of the Mayor's manifesto, the green agenda or ongoing issues with recruiting bus drivers in the region.

The Board asked why an underspend was predicted and requested more detail on local performance going forward.

ACTION: Assistant Director Procurement, Contracts & Programme Controls to provide more detail on local performance in the updated reporting cycle.

RESOLVED: To note the Programme Performance update.

(Cllr Ball and Cllr Lelliott left the meeting.)

45 **Skills Strategy Update**

An update on the development of a Skills Strategy was presented to be Board.

It was noted that the Board had recommended a Skills Strategy in January 2022 to better address needs in the region, to align and enhance ongoing work and confirm what the MCA's asks of Government would be in future.

A steering group was overseeing developing a five-to-ten-year strategy, with evidence being gathered through a series of workshops with providers.

ACTION: Senior Development Manager to extend invitations to workshops to

Board members.

It was noted that more detail would be brought to the Board at its December or February meeting.

The Board welcomed the progress of the Skills Strategy and its importance in MCA engagement with Government. Members of the Board cautioned against aligning any strategy with the work already delivered by the MCA, and instead asked that it work with stakeholders to set new ambitions.

RESOLVED: To note the progress of the development of the strategy.

46 **Shared Prosperity Fund – Multiply Programme**

A report on the Multiply programme, the first tranche of the Shared Prosperity Fund (SPF) in the region, was presented to the Board for approval.

£7.25m had been allocated over 3 years to provide bespoke adult numeracy skills for those without a Level 2 qualification.

Approximately £2.3m would be allocated across South Yorkshire in the next year, inclusive of a 10% management fee to cover additional overarching resource and support for all users in the region.

Procurement for activity was taking place, and an investment plan was being produced for the new financial year. It was hoped that in future years the procurement process for activity could be streamlined.

It was noted that, although there was risk of overlaps, this funding was not intended to replace the AEB.

A question was asked how the MCA would ensure that the whole allocation would be spent within the three-year period. A response was given that this is a challenge for recipients nationally, but that the requirement had been put in place that any allocation would only be made to providers who were already mobilised. It was also possible that more hidden barriers to participation could be addressed with funding, such as childcare, IT resources and travel for users.

The Board agreed that marketing Multiply opportunities fully would be key to spending the full allocation.

RESOLVED: To approve the procurement of activities based on the key themes for the Investment Plan.

47 **Skills Bootcamps**

A report on Skills Bootcamps was presented to the Board for approval.

It noted that although the MCA had been successful in securing funding for Wave 3 of Skills Bootcamps, a training provider had dropped out, which had caused significant problems for delivery. It therefore recommended that Wave 3 be deferred, and a bid submitted for Wave 4.

It was noted that the timescale for delivery of Skills Bootcamps was tight, but that work was ongoing to target the correct employers who would benefit from the scheme.

RESOLVED: To support the deferral of progress with Wave 3 - Skills Bootcamps and approve delegated authority to apply for Wave 4 - Skills Bootcamps.

48 **Adult Education Budget Policy Update**

It was noted that a verbal update on AEB Policy was given earlier in the meeting, at item 9.

RESOLVED: To note the Adult Education Budget Policy Update.

ACTION: Assistant Director Procurement, Contracts & Programme Controls to circulate agreed decisions on changes to the AEB outside of Board meetings.

Although not in attendance at this meeting, the Board welcomed the new Assistant Director of Employment & Skills, who would be involved in this work.

49 **Any Other Business**

None.

In accordance with Combined Authority's Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed

Name

Position

Date

Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>ACTION: Councillor Ball offered to share work from Doncaster MBC on skills resilience and talent innovation with the Board.</p>	Cllr Lani-Mae Ball	Shared by email with Board on 28/11	Closed
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>Angela Foulkes proposed combining the work of the SAN and the Skills Accelerator Board, and to report their work to the MCA Education, Skills and Employability Board. The Board welcomed this approach, with the intention that this combined group would deliver priority areas of research, work with employers to identify gaps in skills provision, and produce recommendations.</p> <p>ACTION: Angela Foulkes to share a brief with the Board on combining these two groups.</p>	Angela Foulkes	Shared by email with Board on 15/11	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>ACTION: A standing agenda item for SAN updates to be added to future agendas.</p>	Dem Services	Added to agendas from 12/12 onwards	Closed
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>ACTION: Angela Foulkes to share the Green Skills and Jobs Report with the Board.</p>	Angela Foulkes	Shared by email with Board on 15/11	Closed
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>ACTION: Local Skills Labour Market Information report to be published on the MCA Website.</p>	Dem Services	<p>Published on 08/11</p> <p>https://southyorkshire-ca.gov.uk/Explore_South-Yorkshire-LMI</p>	Closed
26/10/2022	44	<p>Programme Performance</p> <p>Minute:</p> <p>ACTION: Assistant Director Procurement, Contracts & Programme Controls to provide more detail on local performance in the updated reporting cycle.</p>	Sue Sykes	To be covered in 12/12 meeting.	ongoing
26/10/2022	45	<p>Skills Strategy Update</p> <p>Minute:</p>	Roger Wilde		ongoing

Meeting Date	Minute No	Action	Action Owner	Update	Status
		ACTION: Senior Development Manager to extend invitations to workshops to Board members.			
26/10/2022	48	Adult Education Budget Policy Update Minute: ACTION: Assistant Director Procurement, Contracts & Programme Controls to circulate agreed decisions on changes to the AEB outside of Board meetings.	Sue Sykes	To be covered in 12/12 meeting.	ongoing

Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
29/06/2022	23	Skills Bootcamps Minute: A Foulkes offered to pass on learning from the Yorkshire and Humber Digital Skills Bootcamp which has already been commissioned. ACTION A Foulkes: share Digital Skills Bootcamp learning with R Wilde.	A Foulkes	A Foulkes and A Hartley (Executive Director Commercial & Operations at Sheffield College) have spoken with Roger Wilde about Bootcamps in July/August.	closed
20/07/2022	35	Any Other Business The Board requested an update on the progress of the Skills Strategy.	J Dillon	To be covered at 26/10 meeting.	closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		ACTION: The Corporate Director of Business and Skills agreed to arrange for the Board to be updated on the progress of the Skills Strategy.			
29/06/2022	21	<p>Adult Education Budget - 2022/23 Grant Provider Commissioning Update and Reallocations Process</p> <p>Minute:</p> <p>ACTION J Dillon and H George: convene a meeting of the partners within 2 weeks, with a view to reconvening the Board as soon as possible afterward.</p>	J Dillon	New meeting is being organised	Closed
	25	<p>Apprenticeship Hub Proposal</p> <p>ACTION H George: ensure that Officers from Local Authorities are involved in bringing together this work.</p>	H George		Closed
	29	<p>Any Other Business</p> <p>Minute: Councillor Martin Smith asked what arrangements could be made for supporting members with considering restricted items in order to avoid disagreements.</p> <p>ACTION: process for issuing restricted items and support for members on restricted items to be reviewed.</p>		training was provided to Members directly after the meeting with regard to accessing restricted papers.	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
08/03/2022	9	<p>Adult Education Budget Procurement for 22/23 academic year – Verbal</p> <p>Minute: H George provided the Board with a commercial in confidence presentation on the Adult Education Budget (AEB) procurement for the 2022/23 academic year.</p> <p>In response to a query from Councillor Turpin regarding land-based courses, H George said that she would be happy to discuss this element further with Councillor Turpin outside of today's meeting.</p>	R Wilde	<p>H George has delegated this action to R Wilde.</p> <p>R Wilde has included a deeper dive into the supply and demand for local Green skills including Land based courses within the SAN MOU activity which is part of the agenda item 14 SAN update on the 29th June.</p>	Closed

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Committee/Board Name and Date of Meeting:
Education Skills and Employability Board

Meeting Date:
12 December 2022

Report Title
South Yorkshire Bus and Coach Driver Training and Retention Programme
Proposal

Is the paper exempt from the press and public?	No
<i>Reason why exempt:</i>	Not applicable
Purpose of this report:	Policy Decision
Is this a Key Decision?	No
Has it been included on the Forward Plan?	No

Director Approving Submission of the Report:
Jim Dillon, Director of Business and Skills

Report Author(s):
Adam Greenwood, Assistant Director Employment & Skills
Adam.Greenwood@southyorkshire-ca.gov.uk

Executive Summary

Bus service reductions that have been incredibly disruptive for residents and businesses are deep rooted systemic issues that require a broad range of action to address and one such issue is that of the supply and retention of **bus and coach drivers** in the SYMCA area.

This paper proposes an approach that will increase the supply of bus and coach drivers within South Yorkshire with a particular focus on SME operators. The proposal also supports the retention of drivers within operators in South Yorkshire.

What does this mean for businesses, people and places in South Yorkshire?

The training will enable a greater supply of bus and coach drivers in South Yorkshire, creating benefits of greater connectivity and a more resilient driver workforce. The proposal also increases the opportunities for residents who may not have previously considered a career in the Public and Commercial Vehicle sector.

Recommendations

That the board:

1. Agree to the use of £385,000 AEB funds and to allow authority to commission the project

Consideration by any other Board, Committee, Assurance or Advisory Panel

Transport and the Environment Board

15 December 2022

1. Background

- 1.1 There is a national shortage of bus drivers, with significant operational challenges in the South Yorkshire region (c210 driver shortage from bus operators alone based within South Yorkshire) and high turnover rates. Impacts range from disruption to scheduled bus services to no bids being received for tender.
- 1.2 The Passenger Service Vehicle (PSV) industry faces interlinked labour challenges including:
 - Pay and working conditions are deterring new entrants and impacting on retention of existing drivers, many of whom are reconsidering careers post-pandemic or are affected by the current economic conditions.
 - Recent delays to licensing and testing have stymied recruitment into the industry.
 - The pandemic has also impacted via sickness/isolation, change in personal circumstances, early retirements, etc.
- 1.3 Pressures on the haulage industry have led some bus drivers to switch to logistics roles, due to higher rates of pay and different working conditions. This is further compounded by bus drivers being less willing to work early mornings, late evenings and weekends.
- 1.4 A significant number of South Yorkshire vacancies reside in large operators, who have their own training programmes, but are struggling to recruit. The remainder are located in local SMEs who face similar challenges and also lack the resources and in-house driver training programmes needed to urgently fill current vacancies.
- 1.5 A scheme has been developed in the North East, and refined in the West Yorkshire Combined Authority that takes a staged process to engaging with residents and supporting potential bus drivers through to achieving their licence and taking up roles in the local market. The West Yorkshire scheme began delivery in spring 2022 and has achieved significant success in engaging potential bus drivers, often through word of mouth and family connections, and is already over achieving on its outputs.

2. Bus and Coach Driver Training and Retention Programme

2.1 Building on the success of similar programmes in the WYCA and in the North East, it is proposed to create a programme that widens the opportunity for South Yorkshire residents to consider a career in bus and coach driving. A three stage programme is proposed that aims to increase the supply of bus and coach drivers and supports operators to retain their new staff from the programme.

Stage 1. An awareness raising and myth busting campaign and training programme (minimum 250 learners)

Stage 2. An SME Bus driver training programme leading to PCV certification/licence (minimum 50 learners)

Stage 3. Programme alumnus networking sessions for a period up to 6 months from completing the programme and driver retention planning from operators that have benefitted.

2.2 A group of officers from across relevant areas of the MCA have consulted with key stakeholders to determine the demand for and the suitability of the proposed programme. In particular, CPT which represents a wide range of passenger transport employers, and training providers.

The project proposes to use £385,000 of Adult Education Budget to procure a training provider to deliver the project. Delivery is intended to commence from 1st April 2023.

2.3 The proposal includes the development of an awareness course and campaign to improve the understanding of the reality and job opportunities for bus and coach drivers within South Yorkshire and link participants directly to SMEs and large operators that have vacancies for further professional training.

The training programme will provide residents with the on the job and professional accreditations needed to enter into work and link them directly to SMEs that have live vacancies for interview.

The programme will also provide links into the Bus Enhanced Partnership Board by requiring operators that have benefitted from the programme to develop driver retention action plans that help to mitigate the loss of talent in the region.

2.4 It is intended that participants must be resident in South Yorkshire, aged 19+ and eligible for AEB funding as per the [SY AEB Funding and Performance Management Rules](#).

Learners can be unemployed or employed. For this training project, the learner's current employment status will not affect their eligibility or the funding rate.

2.5 Intended outputs from the project include:

- Promotional campaign to attract candidates to the occupation

- 250 South Yorkshire residents completing the awareness raising programme
 - 60% progression to further training opportunities
- 50 South Yorkshire residents completing the SME Bus driver training programme
 - 80% progression to employment in Passenger transport SMEs
- 30 South Yorkshire residents participating in networking sessions
- Retention action plan in place for each operator benefitting from the programme
- Interim and final report on impact, challenges and lessons learned

3. Options Considered and Recommended Proposal

3.1 Option 1

Do not approve the recommendation and do not progress the proposal.

3.2 Option 1 Risks and Mitigations

There is a risk of continued long-term lack of trained bus and coach drivers limiting the success of operators in delivering services to residents.

3.3 Option 2

Approve the recommendation - progress the proposal.

3.4 Option 2 Risks and Mitigations

The Authority increases the supply of skilled bus and coach drivers but has limited impact on retention.

3.5 Recommended Option

Option 2

5. Timetable and Accountability for Implementing this Decision

- 5.1 If the Board approves the proposal preparations for procurement will need to be made to commence by April 2023.

6. Financial and Procurement Implications and Advice

- 6.1 We will need to procure the programme. It is recommended we begin the procurement process as soon as possible to avoid any delays. Funding for this scheme will come from existing amounts which are currently unallocated within the budget.

7. Legal Implications and Advice

- 7.1 N/A

8. Human Resources Implications and Advice

- 8.1 N/A

9. Equality and Diversity Implications and Advice

9.1 Appropriate equality and diversity considerations are taken into account as part of the assessment of the programme delivery models.

10. Climate Change Implications and Advice

10.1 Climate change impact will be assessed as part of the process for proposed activity.

11. Information and Communication Technology Implications and Advice

11.1 N/A

12. Communications and Marketing Implications and Advice

12.1 N/A

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Committee/Board Name and Date of Meeting:
Education Skills and Employability Board

Meeting Date:
12 December 2022

Report Title
Skills Bootcamps – Wave 4

Is the paper exempt from the press and public?	No
Reason why exempt:	Not applicable
Purpose of this report:	Policy Decision
Is this a Key Decision?	Yes
Has it been included on the Forward Plan?	Yes

Director Approving Submission of the Report:
Jim Dillon, Director of Business and Skills

Report Author(s):
Khalil Kirkwood, Senior Development Manager (Skills for Growth)
Khalil.kirkwood@southyorkshire-ca.gov.uk

Executive Summary

The South Yorkshire Mayoral Combined Authority (SYMCA) has been offered the opportunity to apply for funding to deliver Department for Education (DfE) Bootcamps – Wave 4 in South Yorkshire from 1st April 2023. SYMCA in consultation with local stakeholders has selected three key subject areas to deliver against and is therefore seeking permission to progress with the application.

What does this mean for businesses, people and places in South Yorkshire?

Skills Bootcamps will provide South Yorkshire residents, aged 19+, the opportunity to access skills training across identified key sector areas, to help support them progress in work, gain a higher-skilled job and higher paid wages over time.

Skills Bootcamps will also help provide the assistance needed by local employers, for example to deliver targeted interventions to meet short-medium term demand to fill vacancies and drive

productivity. They will support the infrastructure for skills training at place that will help to reduce unemployment and drive economic improvement.

Recommendations

That the board consider and approve:

1. The subject areas for Wave 4.- Skills Bootcamps as set out in paragraph 2.2 below.
2. Delegated authority to Head of Paid services and Chief Finance Officer to apply for Wave 4 - Skills Bootcamps.

Consideration by any other Board, Committee, Assurance or Advisory Panel

None.

1. Background

- 1.1 Skills Bootcamps form part of the National Skills Fund, a government manifesto commitment to help businesses find and hire the workers they need; as well as supporting adults to flourish and fulfil their potential through high quality training.

Skills Bootcamps are intensive, Level 3-5 or equivalent flexible training courses up to 16 weeks, based on employer / sector 'in-demand' skills needs.

- 1.2 Skills Bootcamp courses are fully funded for the unemployed and self-employed, there are no charges to the individual learner aged 19 or over.
- 1.3 For people who are employed, those at risk of redundancy or moving into a new role Skills Bootcamps will be co-funded at 30% by the employer where the employer is training their own existing employees (reduced to 10% for small or medium enterprises).
- 1.4 SYMCA were successful in their submission for grant funding to deliver Wave 3 but this was deferred due a key provider withdrawal.

2. DfE bootcamps – Wave 4

- 2.1 On the 29th October 2022 the Department for Education (DfE) invited SYMCA to submit a proposal for the DfE Bootcamps – Wave 4 with a submission deadline of 30th November.
- 2.2 The MCA has consulted with key stakeholders to prioritise bootcamps that can be delivered within Wave 4 including:
 - South Yorkshire Colleges Group
 - South Yorkshire Provider Network
 - Local employers
 - Local Authorities
 - Skills for Care / ICS

The Authority is proposing to request £724,000 grant funding from the DfE to deliver skill bootcamps in three subject areas:

- Digital – Software development (80 learners – demand has increased for Software developers by 434% since 2020.
- Construction Green Skills – Retrofitting (60 learners – focus on supporting the social housing retrofit agenda.
- Health / Professional Services – Leadership & Management (40 learners pilot – aimed at first-line managers)

This will be the first time the Authority will deliver the DfE bootcamps and this will mean that there will be up to 3 additional contracts to manage. The Authority’s approach is to be conservative in terms of the volume of learners that can be achieved as it establishes a bootcamp offer.

Delivery will commence from 1st April 2023.

3. Options Considered and Recommended Proposal

3.1 Option 1

Do not approve the recommendation and do not progress the application for Wave 4.

3.2 Option 1 Risks and Mitigations

The Authority has accepted grant funding from the DfE for AEB, Multiply, UK Social Prosperity Fund (UKSPS) and the Skills Advisory Network. There is a risk of reputational damage to the Authority, with DfE and other key stakeholders such as Local Authorities, employers and training providers, if it does not deliver on this offer.

3.3 Option 2

Approve the recommendation - progress the application.

3.4 Option 2 Risks and Mitigations

The Authority mitigates reputational damage and is in a stronger position for successful, future programme delivery.

3.5 Recommended Option

Option 2

4. Timetable and Accountability for Implementing this Decision

- 4.1 If the Board approves the proposal preparations for procurement will need to be made as soon as possible to commence start of Wave 4 by April 2023.

6. Financial and Procurement Implications and Advice

- 6.1 We will need to procure the delivery of the bootcamps. It is recommended we begin the procurement process as soon as possible to avoid any delays.

A full cost plan will be devised to support the £724,000 being asked for. No amount is yet in the budget, but will be added when a grant offer letter is read and accepted by the MCA.

7. Legal Implications and Advice

- 7.1 SYMCA has devolved powers to enable it to deliver the proposed activity. Grant Agreements will need completing with providers to formalise the contracting arrangements.

8. Human Resources Implications and Advice

- 8.1 N/A

9. Equality and Diversity Implications and Advice

- 9.1 Appropriate equality and diversity considerations are taken into account as part of the assessment of the programme delivery models.

10. Climate Change Implications and Advice

- 10.1 Climate change impact will be assessed as part of the process for proposed activity.

11. Information and Communication Technology Implications and Advice

- 11.1 N/A

12. Communications and Marketing Implications and Advice

- 12.1 It is proposed for Marketing and Communications activity to commence in January 2023 with a view to successfully recruit in March for an April start. Full marketing and communication plan to be implemented as lead provider with support from delivery partners once procurement has taken plan.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Committee/Board Name and Date of Meeting:
Education Skills and Employability Board

Meeting Date:
12 December 2022

Report Title
South Yorkshire Careers Group (All Age)

Is the paper exempt from the press and public?	No
Reason why exempt:	Not applicable
Purpose of this report:	Governance
Is this a Key Decision?	No
Has it been included on the Forward Plan?	No

Director Approving Submission of the Report:
Jim Dillion, Director of Business and Skills

Report Author(s):
Keir Birch, Careers Hub Lead (Strategy)
Keir.Birch@southyorkshire-ca.gov.uk

Executive Summary

Following the grant approval and formation of the Careers and Enterprise Company (CEC) funded Careers Hub, it is proposed that a sub group, the South Yorkshire Careers Group (All Age), be established that would offer strategic direction of the Careers hub and All Age provision in the South Yorkshire region and report into the ESE board. The group would offer support and challenge, share learning and good practice, ensuring that the group direction remains current and does not duplicate existing activity whilst supporting meeting the careers and skills needs for South Yorkshire.

What does this mean for businesses, people and places in South Yorkshire?

The meetings will facilitate strategic conversations with key stakeholders regarding careers and skills in South Yorkshire. Reporting to the ESE board will enable high level insight in the activities and strategies of the group. This would support offering the right interventions for

each Local Authority and give the ESE board more information to build a more comprehensive strategic overview.

Recommendations

That the board:

1. Support the formation of a sub-group to the board from the All-Age Careers group
2. Agree the terms of reference proposed in Appendix A

Consideration by any other Board, Committee, Assurance or Advisory Panel

None.

1. Background

- 1.1 The Careers and Enterprise Company work nationally to improve careers provision in publicly funded secondary schools, SEND schools, Pupil Referral Unit (PRU) centres and Further Education colleges. As per the grant offer agreement, the MCA receives funds of £392,500 towards the hub, £326,500 towards staffing with a hub fund to deploy of £66,000. A central team within SYMCA consists of a Strategy Lead, Operational Lead, a project Support Officer and a team of 8 Enterprise coordinators that liaise with schools to offer support and guidance.
- 1.2 The Enterprise Coordinator team are match funded by each Local Authority and by HEPP (UniConnect) to maximise its impact
- 1.3 The Careers Hub performance is measured against the 'Gatsby Benchmarks', a series of measures that characterise effective careers provision, as well as centre participation and school uptake in reporting and use of reporting software. The Careers Hub are have established a network of Enterprise Advisors and volunteers that work with centres with the aim of matching 98% of schools. This is nationally recognised to be the best way to measure careers provision in schools.
- 1.4 The CEC have developed a National Strategy plan which is to be used by each hub to set out their local objectives. The current plan has been backed by the CEC and has been shared with key stakeholders.
- 1.5 It is proposed to establish a South Yorkshire Careers Group (All Age) to support delivery and ensure the plan is delivered in a way that supports local need across a broad range of stakeholders providing careers and information, advice and guidance services to residents.
- 1.6 The CEC expect that careers be strategically embedded within the systems of governance at SYMCA to ensure that strategic decision makers are aware of the synergies across the education, skills and employment landscape in the region.
- 1.7 The formation of the South Yorkshire Careers Group (All Age) would enable staff to be able to coordinate careers for young people and all age careers with both elements considered to support future planning and skills needs in the long term.

2. Key Issues

- 2.1 As a region we are currently underperforming compared to national figures. It is acknowledged however that this is likely be due to the stage of the hub's development and there is significant potential to improve.
- 2.2 EC's are currently working within each LA where they are match-funded by the LA. This requires careful management, coordination, and organisation.
- 2.3 The hub is currently re-establishing and re-branding itself after significant staff turnover.

3. Options Considered and Recommended Proposal

3.1 Option 1

Establish a sub group to the ESE board with a standing agenda item to ensure that careers strategy can inform and support decision making through the ESE Board.

3.4 Option 1 Risks and Mitigations:

The group is ineffective at delivering the support and challenge to the projects required. The information passed to the board does not support its objectives. Minor reputational damage to SYMCA is a risk for stakeholders involved.

To Mitigate:

- Membership is developed gradually over time with input from SYMCA and the CEC
- Existing groups in other regions used as examples of good practise
- Include member that reflect a range of stakeholder viewpoints such as employers, government officials and education specialists.
- Members are required to declare any relevant interests relating to the agenda at each meeting.

3.5 Option 2

No reporting system established, and the team continue without structured methods to feed into the board

3.8 Option 2 Risks and Mitigations:

There is a strategic risk that Careers and Skills projects would work in silo and would miss the opportunity to access the more high level support and leadership of the board.

3.13 Recommended Option

Option 1

4. Consultation on Proposal:

- 4.1 All stakeholders have been consulted within the current group membership.
- 4.2 A dialogue between the CEC and SYMCA has been ongoing at SYMCA and regional level at the CEC.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The group would meet termly to have the opportunity to assess provision at key data points starting with the first meeting in January. The reporting system would come into place after the first meeting.

6. Financial and Procurement Implications and Advice:

- 6.1 There is no current budget allocated to this. Any funding requirements for this Group will need to be identified within existing budgets.

7. Legal Implications and Advice:

- 7.1 N/A

8. Human Resources Implications and Advice

- 8.1 There would be a small increase in admin to incorporate the reporting structure

9. Equality and Diversity Implications and Advice

- 9.1 Appropriate equality and diversity considerations are taken into account as part of the assessment of the programme delivery models.

10. Climate Change Implications and Advice

- 10.1 N/A

11. Information and Communication Technology Implications and Advice

- 11.1 N/A

12. Communications and Marketing Implications and Advice:

- 12.1 N/A

List of Appendices Included.

- A Terms of reference and Membership

Background Papers

None.

South Yorkshire Careers Group (All Age)



An All-Age Careers Service for South Yorkshire is one of the priorities that South Yorkshire Mayoral Combined Authority (SYMCA) set out in its [Strategic Economic Plan](#). To support drive and achieve this priority, SYMCA have formed the South Yorkshire Careers Group (All Ages) to work collaboratively with strategic partners.

TERMS OF REFERENCE

Purpose: To support the development and delivery of a careers advice and guidance service that meets the needs of South Yorkshire's young people and industry and helps shape an All-Age careers service for South Yorkshire.

Objectives: The objectives of the group will include,

- Sharing local place knowledge and experience that will help to inform, shape, and develop an effective school careers provision, incorporating local LMI, and aiming to match then exceed national standards in the long term.
- Support and inform the aims and objectives of the South Yorkshire Careers Hub.
- Support and inform the strategy to narrow the skills gaps in South Yorkshire.
- Contributing to any careers related actions that are set by the All-Age careers group.
- Avoiding displacement of activities and ensure people in SY have access to quality careers guidance and to make well informed and sustainable careers choices.
- Capture, share learning and good practice ensuring that the group direction remains current and does not duplicate existing activity.
- Inform and collaborate toward the Strategic Plan and to track progress and insights.
- Identifying funding streams that will add value and enhance the careers service provision for young people across SY, whilst also contributing to the 'All-Age Careers Service' priority.

Budgetary control:

There is currently no budget responsibility for this group.

Membership:

SYMCA	Adam Greenwood, Assistant Director Skills & Employment
SYMCA	Keir Birch, Strategic Careers Hub Lead (Chair)
SYMCA	Zoe Healey, Operational Careers Hub Lead
CEC	Angela Ellis, Regional Lead North East Midlands
Barnsley MBC	Angela Lomax, Group Leader – Raising Participation
Doncaster OA / MBC	Robin MacNeill, Doncaster OA Programme Manager
Rotherham MBC	Simeon Leach, Economic Strategy & Partnership Manager
Sheffield CC	Fiona Fletcher, Program and Project Coordinator
Sheffield Hallam Uni	
HEPP	Gemma Styles, Director
South Yorkshire Futures	TBC

National Careers Service	Emma Fitzsimmons, Operations Manager
Employer representative	TBC
Employer representative	TBC
Employer representative	TBC
Secondary School representative	TBC

In attendance:

SYMCA	Khalil Kirkwood, Senior Development Manager
SYMCA	Tina Slater, Senior Development Manager
SYMCA (secretariat)	Denise Marriott, Careers Hub Support Officer

From time to time, representatives from other organisations / careers programme teams will be asked to attend in an advisory capacity.

Format of meetings:

- Meetings will be chaired by the SY Careers Hub Strategic Lead, SYMCA.
- Meetings will be serviced by the Project Support Officer, SYMCA.
- Quorum is 6 members of the Steering Group with at least two local authorities represented.
- Meetings will be held termly with the ability to arrange extra-ordinary meetings as necessary.
- Papers will be circulated one week in advance of the meeting.
- The first half of the meeting should be spent evaluating careers for young people with a focus on impact, and direction for Schools, colleges, and NEETS.
- The second half of the meeting should be spent evaluating regional provision impact, and direction for all age careers.
- Opportunities for both careers area to inform and support overall progress should be taken to ensure the most effective provision is enabled.

The ToR for this group will be reviewed initially at 6 months and then every 12 months thereafter.

Attendance

Members must commit to attend each meeting. If a member is unable to attend a meeting, it is required that they send a representative or send comments by email to the Chair so their view can be tabled.

If a member has a continued reason for absence for two or more meetings, then (with the prior agreement of the Chair) a designated interim replacement can be appointed.

Equality & Diversity

The SY Careers Group (Young People) has responsibility to equalities and diversity and will value, respect, and promote the rights, responsibilities, and dignity of individuals within all our professional activities and relationships.

Declarations of Interest

Members are required to declare any relevant interests relating to the agenda at each meeting.

Governance

The work of the SY Careers Group (All Ages) will report directly to the ESE (Education, Skills and Employment) Board. It will update on the region's approach, attendance, and progression, which will be facilitated by the Careers Hub Strategic Lead.

The work of the SY All-Age Careers Group provides oversight and co-ordination in working with partners across the region and reports to the Education, Skills and Employment Board on any work undertaken on its behalf.

Meeting dates

Meetings to take place at 9:30-11:30 on the following dates:

- Monday 16th January 2023
- Monday 17th April 2023
- Monday 14th August 2023

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