

SCR SKILLS EXECUTIVE BOARD

17th NOVEMBER 2016

BROAD STREET WEST, SHEFFIELD

No.	Item	Action
1	<p><u>Welcome and Apologies</u></p> <p>Present:</p> <p><u>Board Members</u> Nigel Brewster, LEP - Chair Julie Kenny, LEP Jo Miller, DMBC Cllr Chris Read, RMBC</p> <p><u>In Attendance / Advisory Members</u> Conor Moss, SHU Ruth Adams, SCR Executive Team Richard Howard, SCC / SCR Executive Team Dave Brennan, SCR Executive Team James Farr, SCR Executive Team Dan Fell, DCoC Paul Corcoran, Sheffield College Tom Smith, Barnsley MBC Craig Tyler, Joint Authorities Governance Unit</p> <p>+ Tim Allan (York Consulting) for item 8</p> <p>Apologies were received from Board Members: Cllr Ann Syrett, (BoDC) and Dorcas Bunton (DDDC) + Paul Jagger (TRC), Stuart Cutforth (Chesterfield College), Tony Tweedy (SCC) Melanie Ulyatt (OnetoOne Support Services) and Simon Perryman.</p>	
	<p><u>Chair's Announcements</u></p> <p>The Chair reminded the Board of the current review into SCR governance structures, including the current makeup of the Executive Boards. It was suggested the review will help clarify policy formulation responsibility confusion between the Executive Boards and the CA / LEP. It was suggested the Executive Boards will have an important, commissioned role to</p>	

	<p>play in assisting policy formulation, given the CA / LEP's finite agenda time and the Executive Boards ability to engage with, and take account of, all stakeholders' interests. It was agreed there are a number of areas where SEB's current work should be continued whilst the review is underway.</p> <p>It was noted that the agenda items were to be taken in a different order than published, in the interests of ensuring all matters of importance can feed into the SCR SEP Skills and Employment Plan debate (now at item 8)</p>	
2	<p><u>Minutes of the Previous Meeting</u></p> <p>The minutes of the previous meeting held on 14th July were agreed to be an accurate record.</p> <p>It was confirmed all actions are complete and updates were to be addressed under the substantive agenda items.</p>	
3	<p><u>Declarations of Interest</u></p> <p>None received.</p>	
4	<p><u>Urgent Items / Announcements</u></p> <p>No urgent items were requested.</p>	
5	<p><u>Matters Arising</u></p> <p>An update report on matters of significance was provided for Members information.</p> <p>It was agreed this was an excellent means of providing the Board with an informative update and requested that similar reports go to all future meetings to assist with agenda time management.</p> <p>Action: Ruth to provide to future meetings.</p> <p>Conor and Jo identified to need to determine where we are with the SCR Education Initiative and suggested this may be an agenda item for the next meeting.</p> <p>Action: Conor / Jo to discuss.</p>	<p>RA</p> <p>CM/JM</p>
6	<p><u>Apprenticeships</u></p> <p>A presentation was provided on SCR's emerging apprenticeship ambitions, set against the context of national policy, which will in turn feed into the SEP Skills and Employment Plan (SEPSEP).</p>	

	<p>It was noted the government has a target to create 3m apprenticeships by 2020 and is introducing a new Apprentice Levy initiative which will encourage employers to invest in apprenticeship programmes and raise additional funds to improve the quality and quantity of apprenticeships. It was noted that from April 2017, employers with payrolls of £3m+ will be subject to a 0.5% payroll levy which can then be reclaimed via an online digital apprenticeship account to pay for apprentices.</p> <p>It was noted the UK Commission for Employment and Skills has suggested that some of the revenue collected should be diverted to supporting voluntary organisations' creation of apprenticeship positions rather than the money going back to employers.</p> <p>It was agreed that whilst according with national policy, it is important we decide what kind of apprenticeship system will work for the SCR (what types of apprenticeship and in which sectors) and feed this into the SEPSEP, particularly given that most of the businesses in the SCR have payrolls below the levy threshold. Members also asserted the importance of using the apprenticeship system to boost social mobility and help address inequalities.</p> <p>Members also recognised the danger that chasing 'quantity' may risk losing out on quality.</p> <p>It was agreed that progression, and the ability for apprenticeships to stay on the skills ladder should also be factored into our apprenticeship system.</p> <p>It was agreed SEB needs to offer clear direction and leadership to the Apprenticeships Working Group.</p> <p>It was suggested we need to assess the preparedness of businesses in the SCR for the incoming levy.</p> <p>It was noted that research from other areas, with established apprenticeship systems, suggests it may be difficult to have a single brand covering all levels of apprenticeship</p> <p>Action: James to convey the Board's comments to the Apprenticeship Working Group members.</p> <p>RESOLVED, that the Board:</p> <p>1. Agree that an action plan should be developed to assist learners, employers and providers in SCR with</p>	<p>JF</p>
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	<p>government's planned reforms to apprenticeships, for review by the board at a future meeting</p> <p>2. Agree the action plan should include a focus on activities that can be undertaken in the coming months, ahead of the changes taking effect from April 2017</p> <p>3. Agree that work should continue, led by the SCR exec, to develop a longer term vision for apprenticeships within SCR, noting the opportunities created by devolution</p>	
7	<p><u>Careers</u></p> <p>A presentation was provided on the activities of the Careers Working Group.</p> <p>It was noted the Group has gathered together a large range of stakeholders from all appropriate sectors and agencies to develop a collective understanding of the careers education, information, advice and guidance (CEIAG) landscape, investigate similar activity nationally and commence the mapping of existing SCR provision.</p> <p>It was suggested that initial findings indicate that the CEIAG landscape is complex, fragmented and incoherent and in general, individuals of all ages are not getting good advice or guidance, but, there are some examples of good practise worthy of further investigation. It was also suggested there is a dichotomous relationship to be recognised in that more employers demand experience that offer opportunities to attain it.</p> <p>Julie noted that UKCES have undertaken research into CEIAG gaps which may be useful.</p> <p>The Board was presented with a suggested framework for what 'good should look like' and the types of activities that should be expanded to help achieve 'good' ambitions. It was noted this work will play into the development of the SCR SEP Skills and Employment Plan (see next agenda item).</p>	
8	<p><u>SCR SEP Skills and Employment Plan</u></p> <p>The Group welcomed Tim Allan from York Consulting who led a facilitated discussion on work planned to develop the Skills and Employment Plan.</p> <p>Regarding timescales and milestones, it was noted that engagements with all stakeholders, including the leads of all</p>	

	<p>young people (supported by a series of cross-cutting components). It was suggested that ‘maximising employer growth’ should also be a substantive topic for consideration</p> <p>It was noted there may be some overlaps with this work and the Science and Innovation Audit.</p> <p>Action: Ruth to provide Tim with details</p> <p>It was suggested that the importance of ‘progression’ as a cross-cutting theme can’t be underestimated</p> <p>It was suggested it needs to be effectively communicated to all that this isn’t just another skills plan, the Skills and Employment Plan will be the single skills plan for the SCR.</p> <p>It was requested that communications with stakeholders be assisted and informed by a brief note explaining what the current work is trying to achieve.</p> <p>Action: David B to draft</p> <p>Regarding the longevity of the plan, it was suggested this should open ended and supported by a number of short, medium and long term horizons</p>	<p>RA</p> <p>DB</p>
9	<p><u>Skills and Employment Devolution and Programme Update</u></p> <p>A report was received to give the Board an update on key aspects of the Devolution Deal in relation to Skills and Employment (and current key programmes). The report also identified challenges/issues and key milestones.</p> <p>Information was presented in respect of the substantive programmes (Skills Bank, Adult Education Budget, Employability Pilot Work and Health Trial and Employability Pilot Work and Health Programme (co-design).</p> <p>The Board was also presented with the Skills Bank dashboard and general performance dashboard.</p> <p>It was suggested the update report should also be presented the LEP Board members for information.</p> <p>Action: Ruth to arrange</p> <p>RESOLVED, that the Board notes the update and endorses the proposed actions to address identified challenges and issues</p>	<p>RA</p>

10	<p><u>Forward Plan</u></p> <p>The Board was provided with the updated Forward Plan to April 2017.</p>	
11	<p><u>Any Other Business</u></p> <p>No further matters requested.</p>	
12	<p><u>Date of Next Meeting</u></p> <p>12th January 2017, 8.30am at Broad Street West, Sheffield</p>	